

Supervisor's Manual for the PSAT/NMSQT®

Preliminary SAT/National Merit Scholarship Qualifying Test

TEST DATES
Wednesday, October 12
or
Saturday, October 15

Check materials immediately!

Procedures: Before, During and After the Test

Materials Checklist	
✓	Your school should receive with its test shipment:
	1. Test books and answer sheets in bags of 5 or 25. Verify count in each bag without opening. Check test form and date printed on test books and color of answer sheets to verify that all materials are for the same test day: Wednesday, Oct. 12, 2011, Form W (purple answer sheets) Saturday, Oct. 15, 2011, Form S (brown answer sheets) Confirm that test materials are for the day for which your school registered.
	2. Supervisor's Manual (at least one for every 25 test books)
	3. Shipping Notice
	4. Supervisor's Report
	5. Remittance Envelope. Go to www.collegeboard.org/school to fill out your Remittance Report after testing.
	6. Prolabeled Courier Answer Sheet Return Boxes
	7. Nonstandard Administration Envelope for return of answer sheets for students tested with accommodations
✓	Your school should receive separately:
	1. Nonstandard test formats (if ordered)
✓	Your school should provide for each testing room:
	1. Clock, large enough to be seen from any seat in the room
	2. Emergency supply of No. 2 soft-lead pencils with erasers
	3. Pencil sharpener
	4. Emergency supply of calculators (optional)

The PSAT/NMSQT

The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT®) is cosponsored by the College Board and National Merit Scholarship Corporation (NMSC). It is administered for the College Board and NMSC by Educational Testing Service (ETS). Suggestions and comments about this manual and the administration of the PSAT/NMSQT are welcome. Send correspondence to the PSAT/NMSQT address below.

PSAT/NMSQT Office

If you have a question about the information in this manual or about an unusual testing situation not covered here, contact:

- Web:** www.collegeboard.org/testright
- mail:** PSAT/NMSQT
P.O. Box 6720
Princeton, NJ 08541-6720
- e-mail:** psat@info.collegeboard.org
- phone:** 888-477-PSAT (7728) toll free for educators in the United States only
609-771-7070
609-882-4118 (TTY)
8 a.m. to 4 p.m. ET, M–F
8 a.m. to 6 p.m. ET, M–F, September 6–October 28 and during score reporting in December
7:30 a.m. to 6:00 p.m. ET, Wednesday, October 12
7:30 a.m. to 3:30 p.m. ET, Saturday, October 15
- fax:** 610-290-8979

College Board Services for Students with Disabilities (SSD)

If you have questions about procedures for testing students with disabilities, contact:

- Web:** www.collegeboard.org/ssd
- mail:** College Board SSD
P.O. Box 6226
Princeton, NJ 08541-6226
- e-mail:** ssd@info.collegeboard.org
- phone:** 800-257-5123 (toll free for educators **with SSD inquiries only**)
609-882-4118 (TTY)
8 a.m. to 6 p.m. ET, M–F
- fax:** 609-771-7944

National Merit Scholarship Corporation (NMSC) Programs

The PSAT/NMSQT is the route of entry to NMSC scholarship competitions. Requirements for participation, steps in the competitions, and awards offered are explained in the *PSAT/NMSQT Official Student Guide* and on NMSC's website, www.nationalmerit.org. Further information is provided in the *Guide to the National Merit® Scholarship Program* and the *Information Booklet for the National Achievement® Scholarship Program*.

Questions about the scholarship programs not answered in the published materials should be directed to:

- mail:** National Merit Scholarship Corporation
1560 Sherman Avenue, Suite 200
Evanston, IL 60201-4897
- phone:** 847-866-5100
- Web:** www.nationalmerit.org

Plan ahead for 2012 PSAT/NMSQT Test Dates
Wednesday, October 17, 2012 • Saturday, October 20, 2012



What's New for 2011?

Student ID: Starting this year, students will be asked to enter either their Social Security number or a school-assigned numeric student ID number on their answer sheets. To ensure consistency of information for your school, decide which number your students should enter in advance of test day and notify students and associate supervisors of this decision.

Answer Sheet: The placement of some fields on the PSAT/NMSQT answer sheet has changed. PSAT/NMSQT Coordinators, associate supervisors, and proctors should familiarize themselves with the answer sheet prior to test day.

Answer Sheet Return Boxes: All schools receive pre-labeled courier answer sheet return boxes in their test shipments. After the test, return all used answer sheets and related items in these boxes. See pages 25–27 for specific instructions.

Nonstandard Test Materials: After consulting with the SSD Coordinator, PSAT/NMSQT Coordinators will order nonstandard test materials at www.collegeboard.org/school.

Nonstandard Administration Report (NAR): Close to the test date, the SSD Coordinator will access SSD Online to create and print a NAR that includes each student that will be testing and is approved for accommodations.

Quick Facts

Test Dates: Wednesday, Oct. 12, or
Saturday, Oct. 15, 2011

Test Fee: The fee is \$14 per student tested. There is a \$3 charge for each unused test exceeding 20 percent of the total number ordered.

Testing Time: Two hours and 10 minutes (plus approximately 35 minutes for administrative duties)

Services for Students with Disabilities (SSD): The College Board must approve all accommodations prior to testing. Read more about SSD procedures on page 7.

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A message for supervisors

Please set aside time before the test day to read this manual carefully so that all procedures will be familiar and easy to follow when you administer the test. Consider providing advance copies of pages 8–24 to staff who will be assisting on test day. These sections of the manual contain specific information about test day procedures.

We depend on you and your assistants to administer the test according to this manual so that all students have the same opportunity to do their best. The PSAT/NMSQT enables students to prepare for the SAT® and provides entry to National Merit Scholarship Corporation (NMSC) scholarship competitions. Failure to follow policies and procedures described in this manual could result in score cancellations. Schools that do not comply with the policies and procedures set forth in this manual may not be allowed to administer the PSAT/NMSQT in the future and may be held responsible for damages and costs incurred by the College Board or ETS as a result. We appreciate the efforts you and your staff make to ensure a test administration that is efficient, secure and fair for all students.

Use the PSAT/NMSQT Coordinator site

This Web service was created to help schools manage their PSAT/NMSQT programs. The PSAT/NMSQT Coordinator logs on to the school's PSAT/NMSQT Web page at www.collegeboard.org/school to register for the school's test date, order materials, request fee waivers, update and track orders, and order optional services.

Changing your school's test date

A school may administer the test only on the date for which it registered, using the test form specified for that date. In 2011, Form W can only be administered on Wednesday,

October 12, and Form S can only be administered on Saturday, October 15. To change the test date, the school must contact the PSAT/NMSQT office in time to obtain appropriate test materials.

- If a switch from October 12 or 15 to the other test date is needed, immediately go online (www.collegeboard.org/school) OR call the PSAT/NMSQT office (888-477-PSAT or 609-771-7070) to change your test date.
- If a different test date is needed (other than October 12 or 15), contact the PSAT/NMSQT office immediately to obtain written authorization and another form of the test from ETS.

Note: The scores of students whose schools administer the test on a date other than one authorized by the PSAT/NMSQT office will not be considered for entry to scholarship programs conducted by National Merit Scholarship Corporation, and may not receive score reports.

How to enter scholarship programs if a student cannot take the PSAT/NMSQT

Advise a student who does not take the PSAT/NMSQT due to illness, an emergency, or other extenuating circumstance to write immediately to the scholarship program the student wishes to enter. Scholarship programs are described in the 2011 *PSAT/NMSQT Official Student Guide*.

All requests for information about another route of entry to competitions conducted by National Merit Scholarship Corporation (NMSC) must be postmarked on or before **March 1, 2012**. Do not delay. The earlier a school official or student writes to NMSC, the more options will be available for scheduling test dates. NMSC's address is on the inside front cover of this booklet.

Before the test

Informing students and parents

Be sure all students are informed of testing arrangements and receive preparation materials ahead of time. At least two weeks prior to the test, students should:

1. be given the 2011 *Official Student Guide** and be encouraged to read the test regulations and take the Practice Test included in the *Student Guide*. The *Student Guide* also provides sample test items and test-taking tips.
2. be given the student and parent flyers, which provide facts about the test. Flyers can be downloaded from the Web at www.collegeboard.org/psatdownloads and photocopied.
3. be given the **test date, time, location and any special instructions** relevant to your school. A reminder about two days prior to testing is recommended.
4. be reminded to **bring on test day**:
 - two No. 2 pencils
 - an approved calculator (see page 6)
 - student ID number or Social Security number (optional)
 - e-mail address (optional)

Students from other schools and/or home-schooled students testing at your school should also be provided with this information and reminded to bring a photo ID.

* Schools that register by June 15 will receive *Student Guides* by mid-September. Schools that register after June 15 and schools outside the United States will receive *Student Guides* with their test materials.

Storing and checking test materials

As supervisor, you are responsible for protecting test materials from unauthorized access from the time they are delivered to your school until score reports are received.

1. **Make sure that you have received all cartons.** If more than one carton was used for your shipment, each will show its number and the total number of cartons sent (e.g., 1 of 3, 2 of 3, 3 of 3).
2. **Without opening the plastic bags, check the cover of your test books** to verify that they are the correct books for the test date you requested.
3. **Check the answer sheets to make sure that they are for the correct test date.** Wednesday answer sheets are purple; Saturday answer sheets are brown.
4. **Count the tests (keeping them in the unopened plastic bags) and answer sheets** to make sure you have received the correct quantity (bagged in quantities of 5 or 25).
5. **Keep the empty, prelabeled answer sheet return box** included in your test shipment. You'll use it to return answer sheets after the test.
6. **Call, fax or e-mail the PSAT/NMSQT office (see page 2) immediately if there is a discrepancy** between the form or number of tests and answer sheets you ordered and those you received.
7. **Use the checklist on the cover** of this manual to verify that you have all materials. Contact the PSAT/NMSQT office if any materials are missing.
8. **Reseal the boxes, sign your name across the tape and place all test materials in locked storage** in an area at your school where only you and designated assistants have access. No one is to open the bags of test books until distribution to room supervisors on test day.
9. **When you remove tests from secure storage,** count and verify the number of test books given to each assistant. Distribute and collect materials in such a way that no student has access to test books except while taking the test. See page 29 for instructions on storing test books after the test.
Note: When student score reports arrive in December, test books are to be returned to students.

Choosing test rooms

Plan to administer the test in areas that have adequate lighting; desks or tables with good writing surfaces and room for a test book, answer sheet, and calculator side by side; an easily visible clock; and separation from distracting noise or activities. Tablet-arm chairs must have a minimum writing surface of 12x15 inches (30x38 centimeters).

Select rooms that permit a distance of four feet between students (measured from center of desk to center of desk). All students must face the same direction.

Each testing room should have two timepieces to prevent mistiming. If there is no clock, announce the time remaining for each test section at regular intervals to help students pace themselves.

In rooms without boards, make alternate arrangements to post your school code, test date, and start and stop times so all students can see them.

Do not use a public address system to administer the test in more than one room simultaneously. A supervisor or an assistant should be present in each room to read aloud instructions from this manual. However, you may use a microphone or public address system in large testing rooms if students would have difficulty hearing instructions otherwise.

Several days before the test, make sure rooms are properly heated or cooled, all lights and clocks are working, and the general conditions are satisfactory. Remove (or cover) any display that might provide assistance to students during the test.

Preparing seating plans

It is important to prepare a seating chart of the room(s) where you are administering the test:

1. It helps to ensure that, after breaks, students return to the same seats.
2. If test books and answer sheets are collected in seat order, the seating chart can help identify whose test materials, if any, are missing.
3. Assigning seats through a seating chart for the PSAT/NMSQT prepares students for the same experience when they take the SAT.
4. If you must submit a Supervisor's Irregularity Report, a copy of the seating chart may help ETS determine how to handle the irregularity.
Note: Don't return the seating chart with the irregularity report; ETS will contact you if they need a copy of the seating chart.

Establish your seating plan in advance and seat students accordingly. Or, if this is not possible, assign seats randomly to entering students so that friends or relatives are not seated near each other. **Do not allow students to choose their own seats.** Be sure to keep a copy of the seating plan and any list of room assignments for future reference. See the back page of this manual for a seating plan diagram and an example of an approved seating plan.

Scheduling the test administration

All students tested on-site must take the test at the same time in the morning. (Exceptions may be made for testing students with disabilities.) Testing at any other time is not permitted. Check the school calendar to be sure no disruptive activities — such as a fire drill, unrelated announcements on the public address system, or band practices next to the testing room(s) — are scheduled during the testing period. Once testing starts, allow enough time to complete testing before lunch time. You cannot break for lunch and then resume testing.

Allow about 2 hours and 45 minutes for test-related activities. Sections 1–4 require 25 minutes each; Section 5 takes 30 minutes. Schedule a 5-minute rest break after Section 2 and a 1-minute stretch break after Section 4.

You will need about 25–30 minutes before the test to seat students, distribute test materials and have students complete identifying information on their answer sheets. After the test, you will need about 5 minutes to collect materials and dismiss students.

Preadministration option

Your school has the option of having students complete some of the identifying information on pages 1, 2 and 4 of their answer sheets before the test date. See page 19 for instructions.

Selecting assistants

Schools that test many students will need assistants in addition to a supervisor. Select one associate supervisor for each test room. The ratio of students to staff in each room should not be more than 35 to 1. For rooms with more than 35 students, assign proctors to help associates.

Neither you nor any associate supervisor or proctor may be a member of the household or immediate family of a student taking the test on the same date, even if the student is testing at a different school. In such instances, the related student's scores are subject to cancellation.

Associates should be current or retired teachers, counselors, administrators, or other educators who are familiar with test administration. Each associate is expected to:

- read this manual ahead of time to be thoroughly familiar with test procedures,
- assume responsibility for test materials in an assigned room,
- administer the test according to the manual's directions, and
- return test materials to you when students are dismissed.

Proctors may be members of the school's staff or other adults who have been trained to help you and associate supervisors. Proctors do not administer the test but may:

- seat students,
- distribute and collect test materials,
- monitor adjacent areas during rest breaks, and
- perform other assigned duties.

Visitors — ETS, on behalf of the PSAT/NMSQT Program, reserves the right to make an unannounced audit of your test administration before, during or after the test. No visitors other than authorized ETS test observers, providing proper ID, should be permitted in a testing room during the test.

Training assistants

At your training session for associates and proctors, please stress the need to prevent any student from having an unfair advantage over other students. Review the regulations in this manual and communicate any local arrangements and procedures for test day. Highlight the following:

Security of test materials — Safeguard test books at all times — before, during, and after the test and during the breaks. Keep test books in sealed plastic bags until you distribute them to students at the beginning of the test. At the end of the test, collect a test book and an answer sheet from each student. Account for all test materials before dismissing students.

School code number — Post your school's six-digit code prominently in the testing room so that all students can copy it correctly on their answer sheets.

Calculator use — Math questions can be solved without a calculator; however, using a calculator on some questions may be helpful to students. A scientific or graphing calculator is recommended. Students may **not** use pocket organizers; laptops and handheld electronic devices; cell phone calculators; or calculators with a QWERTY (typewriter-like) keypad, with paper tape, that make noise or "talk," or that require an electrical outlet. If students have calculators with large (characters of 1 inch or more) or raised displays, seat them apart from other test-takers. Students may not share calculators. Students are advised to bring their own calculators. Although some schools keep extras on hand, schools are not required to provide calculators.

Prohibited aids — During the test (including breaks), students may have nothing on their desks but a test book, an answer sheet, No. 2 pencils with erasers, and, for math sections only, a calculator. See page 8 for a complete list of prohibited aids.

Directions for administering the test — Be familiar with directions to be read to students (pages 8–18), as well as instructions for monitoring the breaks. Staff must monitor students at all times during the administration and breaks.

Pages 8–24 contain important test day information, including test administration scripts. **These pages may be duplicated, as necessary.**

Note: For schools that choose the preadministration option, the test day administration script begins on page 20, "BEGIN HERE on test day."

Supervision responsibilities — Let students know you are there to help by greeting them and responding patiently to questions. Allow some "nervous noise" before the test begins. Walk around the room while students enter identifying information on their answer sheets and during the test to make sure each student is working alone and on the proper test section. No one involved in the test administration should read, grade papers or engage in any activity unrelated to the test administration.

Test day problems — Know procedures for unusual situations (pages 22–24) and notify the supervisor of any that occur as soon as possible. Submit an Irregularity Report (page 37) as instructed on the chart (pages 22–24).

Student ID or Social Security number — Inform associate supervisors of whether your students should provide Student ID or Social Security numbers in answer sheet Section 5.

Optional codes — Some schools assign local codes (e.g., to correspond to counselors) to facilitate score report distribution or to identify different groups of students. Be sure to provide directions for answer sheet Section 6d to associate supervisors to read to students and indicate on the Supervisor's Report if your school is using optional codes.

Note: If you assign optional codes, score reports will be sorted by grade level and then by your optional codes.

Procedures for testing special groups

Services for Students with Disabilities (SSD)

Eligibility — To be eligible to receive accommodations (such as extended time, a nonstandard format of the test, a large-block answer sheet, or other assistance), students with documented disabilities must submit a request for accommodations and be approved by the College Board prior to test day. Your school's SSD Coordinator can submit requests for accommodations online. Requests for accommodations must be submitted by specified deadlines before the test date (see the instructions); they cannot be submitted with, or after, the return of answer sheets. **If students test with any accommodations that are not preapproved by the College Board, scores for those students will not be reported, and answer sheets will not be returned to you. (See page 15.)**

If you have a student with a temporary medical condition that does not constitute a disability (e.g., broken arm), call the College Board SSD office (800-257-5123) to see if temporary assistance, such as a large-block answer sheet, can be made. No assistance can be given without prior approval.

You can get more information about eligibility and accommodations at www.collegeboard.org/ssd.

If a student is interested in participating in National Merit Scholarship Corporation's scholarship programs and did not receive accommodations for which he or she was approved or did not receive approval in time for the test, the student should contact NMSC immediately.

Nonstandard test materials — This year, nonstandard test formats (large-type, Braille, cassette and reader's script) and large-block answer sheets will be shipped to the PSAT/NMSQT Coordinator. Confirm that all materials ordered have arrived.

When to test

- Regular-type, large-type and reader's script formats are available for both the Wednesday and Saturday test dates. Students who have been approved for one of these formats should be tested on the same date as all other students at your school.
- Braille and cassette formats are available only for the Wednesday test date. Students requiring these formats must be tested on Wednesday, even if the school's test date for all other students is Saturday. However, a student can opt to test with a reader in place of Braille or cassette and then test on Saturday.
- If you are testing on Saturday and have students who will be using Braille or cassettes on Wednesday, and you want to test all accommodated students on Wednesday, contact the SSD office to see if those arrangements can be made.
- A separate *Supervisor's Manual* is provided to administer the Braille, cassette and reader's script formats.

Room Assignment — Students with disabilities who are taking the test with accommodations and/or extended time should be assigned a room and an associate supervisor separate from those used for the standard administration. A separate reader must be assigned to each student using reader's script format. Supervisors should be discreet when sending students to assigned rooms to avoid subjecting students to unnecessary attention.

Seating Students — Seat students who are taking the test with 50% extended time, 100% extended time, and standard time with accommodations in separate areas of the room.

Nonstandard Administration Report (NAR) — The NAR lists students and their approved accommodations. Close to the test date, the SSD Coordinator should access SSD Online to create and print a NAR that includes each student that will be testing and is approved for accommodations.

The NAR must be returned with answer sheets. Scores may not be released until the NAR is received.

Section Timing: Students who are approved for extended time will have a set amount of time for each section (as required of all other students), as noted on the NAR. Extended time applies to all sections unless a different amount of time is noted on the NAR for a specific section. Give students their full amount of approved time on each section even if they stop work before time is called. Be sure to review the test script on pages 15–18 before test day.

Students from other schools and home-schooled students

If you test students from other schools, please:

- Make sure you have sufficient answer sheets and test books for that test day, as no other test may be used.
- Be prepared with their school's six-digit code number. You will need it to complete the Supervisor's Report.
- Check their identification (preferably a photo ID).
- Instruct them to enter their **own school's** six-digit code number, or the home-school code number, in answer sheet Section 6a. (A list of state home-school codes is on page 32.)
- Complete Section 4 of the Supervisor's Report. Submit fees and answer sheets for all students tested.
- Mail their test book to their school (or home) in **December**.

Note: We encourage you to allow **home-schooled students** (especially those within your community) to test with your school's students. Reports and data for home-schooled students will remain separate from your school's data.

Instructions for administering the test

Note: Confirm that you are administering the test on the date indicated on the test cover. The Wednesday form can only be given on October 12 and the Saturday form only on October 15. If your students filled out pages 1, 2 and 4 of the answer sheet before test day, turn to page 20, "BEGIN HERE on test day." Otherwise, continue below.

Before distributing test materials, post the following in a place where all students can easily see it:

- your school's six-digit code _____
- your school's address _____
- today's date _____ / _____ / _____
Month Day Year
- start time _____ (to be filled in later)
- stop time _____ (to be filled in later)
- break _____ (to be filled in later)

If you are testing students from other schools, post their schools' six-digit codes, if known. Also post the code(s) for any student who is home-schooled (page 32) or whose residential mailing address is outside the United States or Puerto Rico (page 31).

Students who arrive late may join those who have already started unless the other students have started Section 1 or any later sections of the test. If the late student has had an opportunity to communicate with any students who have completed some or all of the test, do not allow the late student to test. Late students who arrive prior to the beginning of Section 1 may supply missing identifying information when the other students have been dismissed. **Do not admit students to any room where Section 1 (or any later section) has already begun.** Assign them to another room where proper supervision, complete instructions, and time allotments can be provided. See information on page 4 about participation in scholarship programs if a student misses the test.

Read aloud all the directions printed in bold within boxes. Only read text in dotted-line boxes if it applies to your administration, typically for testing outside the United States or Puerto Rico. Read slowly enough to give students time to fill in their responses. Pause wherever four dots appear to allow students time to follow instructions. Instructions outside boxes are for you and your assistants and should not be read aloud. **Do not deviate from these directions or answer any questions regarding the content of the test.**

When you are ready to begin, say:

Welcome to the PSAT/NMSQT administration. Testing will begin in a few minutes. First, listen carefully to the regulations and instructions that I must read. For today's test, you may use only a No. 2 pencil to mark your answer sheet. Raise your hand if you do not have one.

The only device or aid you may use is a four-function, scientific, or graphing calculator to answer math questions. You may not share a calculator with another student. Each math question can be answered without a calculator.

If you have extra calculators, ask if any student needs one.

You can be dismissed from the test and your scores can be canceled if you use prohibited materials or calculators, disobey test instructions, or misbehave during testing or breaks.

Now remove everything from your desk except your pencils and erasers. Close all bags and backpacks and put them under your desk until the test is over and you are dismissed. Turn off watch alarms. Turn off power to cell phones, pagers, handheld computers, or other electronic devices and place them under your desk. If you are seen using any of these devices or the devices make any sound (ringing or vibrating) during testing or breaks, you will be asked to leave and your answer sheet will not be submitted.

The test begins with a critical reading section, so you will not need your calculator. Please place your calculator under your desk.

Use of the following is prohibited: watch alarms; handheld electronic devices (including cell phones, MP3 players, PDAs and pagers); devices that can access the Internet; protractors; compasses; rulers; cutting devices; dictionaries or other books; pamphlets; papers of any kind; highlighters; pens or colored pencils; listening, recording, copying or photographic devices (including watches that contain cameras); pocket organizers; laptops; or any other aid.

Calculators with QWERTY (typewriter-like) keypads, with paper tape, that make noise or "talk," or that require an electrical outlet are also prohibited. To maintain security, you may need to move students whose calculators have large (characters of 1 inch or more) or raised displays that might be visible to other test-takers.

Food and beverages, including bottled water, are prohibited unless approved for medical reasons.

Proctors should circulate to see that students have only pencils and erasers on their desks.

Then say:

You will now receive a test book and an answer sheet. Do not open your test book or make any marks on your answer sheet until I tell you to do so. When you get your test book, carefully read the important information on the front cover about timing, scoring, guessing, marking answers and checking answers.

Remove the test materials from the plastic bags and give one test book and one answer sheet to each student. **Keep one answer sheet and one test book for use in giving instructions that follow.** Make sure that no one opens a test book until told to do so. Allow enough time for students to read the information on the front cover.

Print your name clearly on the front of your test book....

To facilitate return of test books with score reports in December, you may want to tell students to put additional information (e.g., counselor's name) under their name on the test book cover. If you are testing students from another school, ask them to write their school name below their name on the test book. Ask home-schooled students to write their address below their name.

Look at the top right corner of your test book cover. You will see a small box labeled "Form" with an accompanying letter (W, S or A). Now find the box labeled "Form" in the top right corner of your answer sheet. The letter there should match the letter on your test book cover. . . . If the test forms are not identical, raise your hand.

Read aloud the test date and form; demonstrate with an extra test book and answer sheet.

Wednesday answer sheets are purple; Saturday answer sheets are brown. See instructions on page 24 if any student's answer sheet and test book do not match.

Your test book will be returned to you when you receive your scores in December.

Students must fill in the appropriate circles on their answer sheet for their name, address, and other personal information. (See sample of pages 1 and 4 of the answer sheet on pages 35–36 of this manual.)

Then say:

Section 1

On page 1 of your answer sheet, find Section 1 Now read the directions in the box above Section 1. . . .

Enter your name*, last name first, and fill in the appropriate circles carefully. Make sure each mark is dark and completely fills the circle. Look up when you finish. . . . Are there any questions?

*Students should enter their legal names. Students with a hyphen in their name should fill in the corresponding hyphen circle. Students whose names are too long to fit in the spaces provided should be instructed to enter as much of their name as possible.

Sections 2, 3 and 4

In Sections 2, 3 and 4, fill in the appropriate circles. In Section 3, it is important that you enter your grade level correctly. When completing Section 4, "Date of Birth," fill in the appropriate circle for the correct month. Also enter your day and year of birth, and fill in the appropriate circles. Fill in a leading zero for your day of birth if appropriate.

Section 5

If your school is using numeric student ID numbers, say:

Fill in the circle for Student ID Number and enter your student ID number in Section 5, starting with the first column. Do not enter any number other than your student ID number. . . . Are there any questions?

If your school is not using Student ID numbers, say:

Fill in the circle for Social Security Number and enter your 9-digit Social Security number in Section 5, starting with the first column. If you do not have a Social Security number, cannot remember it, or do not wish to give it, leave this section blank. Do not enter any number other than your Social Security number. . . . Are there any questions?

Section 6

If you are testing students ONLY from YOUR school, say:

In Section 6a, enter our school code _____. . . . In Section 6b, enter our school name and address. . . . Fill in the "Yes" circle in 6c. . . . Your score report will be sent to our school.

Now proceed to Section 6d.

If you are testing students from OTHER schools as well as students from your school, say:

First, I will give instructions to students who attend this school; then I will give instructions to students from other schools. Students who attend this school should enter *our* school code, _____, in Section 6a. . . . In Section 6b, enter our school name and address. . . . Fill in the "Yes" circle in 6c. . . .

Students from other schools should complete Sections 6a and 6b for the school they regularly attend. Enter your school's code, name, and address. If you do not know your school's code, raise your hand. . . . Fill in the "No" circle in 6c and enter *this* school's name, city, and state. . . . Your score report will be sent to the school you regularly attend. Look up when you finish. . . .

Give each student her/his school code and check that it is entered correctly. If the code is not known, Section 6a should be left blank. If you are testing a student who is home-schooled, fill in your state's home-school code in the box below (see list on page 32); then say:

The code for a home-schooled student in this state is _____. Enter the code in Section 6a. In 6b, print the state where you live and the word "home-school" on the line for "School Name." In 6c, fill in the "No" circle and give the name, city, and state of *this* school. . . .

Section 6d

If your school does not use optional codes, say:

Make no marks in Section 6d, "Optional Code."

If your school does use optional codes, read the directions you have prepared (see page 6). If an optional code has only one digit, instruct your students to fill in the "0" circle in the left column and the appropriate circle in the right column. If you have any home-schooled students, or students from other schools, advise them not to use the optional code.

Sections 7–12

Sections 7 through 12 are included to help the College Board help you. Some of the information you provide will help ensure that tests are fair for all groups. Some of it can help colleges, universities, nonprofit educational opportunity organizations, and some scholarship programs provide you with relevant information for college planning. Your answers to these questions will not affect your participation in the competitions conducted by National Merit Scholarship Corporation.

Section 7 asks if you wish to participate in the College Board's Student Search Service®, a free service that provides names of students to certified educational organizations. You must fill in the "Yes" circle in Section 7a to let colleges, universities, scholarship programs, and educational opportunity organizations know that you are interested in receiving information about the educational and financial aid opportunities they offer. Colleges, universities, and scholarship programs that request it will receive your name, address, and some other information you provide on this answer sheet. They will NOT receive your actual test scores or your telephone numbers. . . .

If you marked "Yes" and would also like to receive information from these organizations via e-mail, print your e-mail address in the spaces provided in Section 7b. By providing your e-mail address, you are also granting the College Board and National Merit Scholarship Corporation permission to contact you via e-mail. Indicate if this is your e-mail address or a parent's/guardian's address. . . .

Complete Sections 8, 9, 10a, and 10b. Mark only one circle for each item. . . . Are there any questions?

Students who do not know their exact grade average should give their best estimate in Section 8. The primary use of Section 9 is for research to ensure that the tests are fair for all groups. For this reason, it is important that students complete this section, but those who do not wish to respond to Section 9 may omit it.

Now turn your test book over so you can answer Sections 11 and 12. Section 11 asks your religious preference. This will not be included in any reports. It will be used only by the Student Search Service for helping students interested in receiving information from colleges and universities with religious affiliations similar to their own. Refer to the back of your test book for the appropriate code. Print the code number in Section 11 and fill in the corresponding circles.

Students may omit Section 11 if they do not wish to provide this information.

Also use the back of the test book for Section 12. Find the college major that most interests you. Print the code number and fill in the corresponding circles in Section 12.

Monitor this procedure carefully to be sure that students do not open test books. Allow adequate time for students to complete the section. Encourage students to select a major so that they will receive relevant information in My College QuickStart™. Then say:

Sections 13–14

Open your answer sheet and go to page 2. . . . Sections 13 and 14 relate to scholarship programs conducted by National Merit Scholarship Corporation. Complete all parts of Section 13; if you omit a part, NMSC cannot determine if you meet requirements to enter its scholarship programs.

In Section 13a, indicate whether you are enrolled as a high school student. . . . In Section 13b, fill in the circle next to the year in which you will complete or leave high school and enroll full time in college. For example, eleventh graders who are planning to complete high school and enter college in 2013 should code 2013. Tenth graders should code the year in which they will complete high school, which in most cases will be 2014. . . .

In Section 13c, fill in the circle next to the number of years you expect to spend in grades 9 through 12. If you spend one year in each grade, you will complete high school in four years. . . . In Section 13d, if you are a United States citizen, fill in the "Yes" circle. If you are not a U.S. citizen, fill in the "No" circle that applies to you. . . .

If you are a Black American and wish to enter the National Achievement Program as well as the National Merit Program, fill in the Section 14 circle in addition to completing Sections 13a to 13d. . . . Do not make any additional marks on page 2.

If you are testing students with APO/FPO (Army or Fleet Post Office) addresses, skip to the asterisk (*) on page 11. For all other students, read the following statement.

Sections 15–19

Now, close your answer sheet and turn to page 4. Carefully read the directions in the shaded box above Section 15. . . . To receive mail from scholarship programs, colleges and universities, and to be able to access My College QuickStart online, you must fill in the address circles correctly. Include your apartment number in 15, if you have one. If necessary, use the address abbreviations in the lower right of your answer sheet. Indicate a space in your address by leaving a blank box and filling

in the corresponding diamond. If your address has a slash mark or hyphen, fill in the corresponding slash mark or hyphen circle. Be sure to complete your five-digit ZIP code in Section 18. Raise your hand if you have any questions....

Allow adequate time for students to write their complete home addresses and fill in the appropriate circles.

Note: It is not necessary for students to fill in diamonds at the end of their address if there are blank spaces. If a student's entire address does not fit in the space provided, tell the student to enter as much as possible.

Codes for students with mailing addresses in U.S. territories and countries other than the United States are listed on page 31. For these students, say:

If your home mailing address is in a U.S. territory or country other than the United States or Puerto Rico, here are instructions for Sections 18 and 19. Enter your ZIP or postal code in Section 18.... In Section 19, enter the country code number I will give you now, and fill in the appropriate circles. Print the name of the country on the line provided.

*APO/FPO address instructions:

Turn your answer sheet over to page 4.... Read the directions above Section 15 carefully. In Section 15, Street Address, enter your box number or other designation. In 16, City, enter APO or FPO. In 17, State, fill in the circle for AA, AE, or AP. In 18, enter your ZIP code. Do not enter a country code in Section 19....

Section 20

In Section 20, enter today's date, read the statement, sign and print your name, and provide your phone number....

Check to make sure students enter only the date the test is being administered. Section 21 will be completed after the test.

Note: If you are administering the test to students with SSD accommodations, turn to page 15. Otherwise, continue below.

When everyone is ready to go on, say:

This test has five sections. You will have 25 minutes each for Sections 1 to 4 and 30 minutes for Section 5. There will be a 5-minute break after Section 2 and a short stretch break after Section 4. You may not make phone calls during the breaks. Cell phones must remain under your desks, turned off. If your cell phone makes any sound during the test, you may be dismissed.

For each correct answer, you will receive one point. For questions you omit, you will receive no points. For each wrong answer to multiple-choice questions, you will lose a quarter of a point.

If students have questions about guessing, refer them to the front cover of their test book.

Mark your answer in the appropriate space on the answer sheet to receive credit for your response. Check to see that the number on the answer sheet and the number of the question match. Give only one answer to each question. If you erase, do so completely.

Raise your hand during the test if your test book or answer sheet is defective.

If you become ill during the test and/or must leave before all sections are administered, you may ask me to destroy your answer sheet before you leave. Otherwise, it will be submitted for scoring. Are there any questions?...

Answer all questions; then say (and demonstrate):

Open your answer sheet to page 2. Fold it back.... You will have 25 minutes to complete Section 1. If you finish before time is called, you may check your work on Section 1, but do not turn to any other section.

At the start time, say:

Now we are ready to begin the test. Open your test book to Section 1, carefully read the directions, and begin.



Start time _____

Stop time _____

Post the start time and stop time for students. Use the chart on page 14 for stop time. Walk around the room frequently to make sure that all students are working on the correct section of the test, marking answers in the appropriate section of the answer sheet, and using calculators on math sections only. Printed across the top of each page in the test book are section numbers similar to those printed here (1 △ 1 △ 1, 2 □ □ 2 □ □ 2, etc.). A "no-calculator" symbol (a calculator with a slash mark across it) appears at the top of pages in non-math sections. Be alert and attentive at all times while students are testing and during breaks; do not read, grade papers or perform any other activity not directly related to administering the test. If there is no visible clock, announce the time remaining for each test section at regular intervals to help students pace themselves.

At the stop time, **exactly** 25 minutes after students began working on Section 1, say:

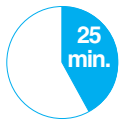
Stop. Put your pencil down. If you have a calculator, put it on your desk. . . .

You are not required to solve math questions in your head; you may use a calculator and do scratch work in the test book. Mark all your answers in Section 2 of your answer sheet. You will not receive credit for an answer written only in the test book. You will have 25 minutes to work on Section 2. Work only on Section 2.

At the start time, say:

Turn to Section 2 of your test book, carefully read the directions, and begin.

2 □ □ **2** □ □ **2**



Start time _____

Stop time _____

5-min. break _____

Post the start and stop times for students.

Exactly 25 minutes after the students began working on Section 2, say:

Stop. Put your pencil down. Put your answer sheet in your test book and close the book. Remove your calculator from your desk. You will now have a few minutes to stretch. Do not discuss test questions during the break.

Allow a five-minute rest break between Sections 2 and 3. If students ask, they may go to the restroom, but under no circumstances should unsupervised groups of test-takers be allowed to leave the room. Ensure that students do not leave the test room without permission, that test materials are not removed from the room, and that students do not look at the test, use a telephone, or refer to unauthorized aids during the break. Proctors should monitor restrooms and halls, but do not leave a test room or test materials unattended.

After five minutes, say:

Please sit down but do not open your test book yet. . . . Make sure your calculator is removed from your desk. . . . Keeping your test book closed, take your answer sheet out. Find Section 3 of your answer sheet. . . . The first answer space is for critical reading question 25. . . . You will have 25 minutes to work on Section 3. Work only on Section 3.

At the start time, say:

Open your test book to Section 3, carefully read the directions, and begin.

3  **3** **3** **3**  **3**



Start time _____

Stop time _____

Post the start and stop times for students.

Exactly 25 minutes after the students began working on Section 3, say:

Stop. Put your pencil down. Place your calculator on your desk. . . . Turn your answer sheet over and find Section 4. . . . The first answer space in Section 4 is for math question 21. This section contains two types of math questions. Questions 21 to 28 are multiple-choice. Record your responses to these questions in the appropriate answer spaces at the top of the page. Questions 29 to 38 have no answer choices. Instead, you must solve the problems and record your answers in a grid on your answer sheet. For these questions, there is no deduction for a wrong answer. You may use a calculator and do scratch work in the test book, but to receive credit for your answers, you must fill in the appropriate circles in the grid on your answer sheet. You will not receive credit for an answer written only in the test book. You may write your answer in the boxes at the top of each grid to help guide you when you fill in the circles, but you will not receive credit for anything written in the boxes. Your answers will be scored only by what is filled in the circles. Note that the answer grids for questions 29 to 38 move from left to right; be sure you are marking your answers in the grid that corresponds to the question you are working on. You may start your answers in any column, space permitting. Columns not needed should be left blank. Examples of proper gridding for these questions are shown in the test book. You will have 25 minutes to work on Section 4. Work only on Section 4.

At the start time, say:

Turn to Section 4 of your test book, carefully read the directions, and begin.

4 □ □ □ □ 4 □ □ □ □ 4



Start time _____

Stop time _____

1-min. break _____

Post the start and stop times for students.

Exactly 25 minutes after the students began working on Section 4, say:

Stop. Put your pencil down. Put your answer sheet in your test book and close the book. Remove your calculator from your desk. You will now have a minute to stretch.

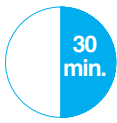
Allow a one-minute stretch break between Sections 4 and 5. After a minute, say:

Please sit down but do not open your test book yet. . . . Make sure your calculator is removed from your desk. . . . Keeping your test book closed, take your answer sheet out. . . . Find Section 5 of your answer sheet. . . . This is the writing skills section. You will have 30 minutes to complete Section 5. Work only on Section 5. No one may leave until dismissed.

At the start time, say:

Open your test book to Section 5, carefully read the directions, and begin.

5 □ □ □ □ 5 □ □ □ □ 5



Start time _____

Stop time _____

Post the start and stop times for students.

Exactly 30 minutes after the students began working on Section 5, say:

Stop. Put your pencil down. . . . Close your test book. Close your answer sheet and turn it to page 4. Find Section 21, Special Questions.

Section 21

Section 21 contains space for two research questions. Your response will not affect your scores in any way. For question Q1, fill in the “Y” circle if you would find it helpful to receive a text message informing you when your scores are ready for viewing, otherwise, fill in the “N”

circle. Note: This question is to gauge interest only — no text messages will be sent, regardless of how you answer.

For question Q2, fill in the “Y” circle if one or both of your parents or guardians attended college for any amount of time; fill in the “N” circle if neither attended any amount of college. Leave the circles blank if you do not know. . . . When you are done, put your pencil down. Turn your answer sheet so page 1 is on top. Keep your answer sheet separate from your test book.

Using your answer sheet, demonstrate the correct side to place face up.

We will now collect an answer sheet and a test book from each of you. Sit quietly and do not talk.

Collect the answer sheets and then test books individually from each student. **Count the materials to make sure you have one answer sheet and one test book from every student.** If there is a discrepancy, check to see if answer sheets are in the test books. Check each student’s answer sheet to ensure the ID information has been completed and Section 20 has been signed. **It is critical to check that names, school codes and grade levels have been filled in correctly to ensure accurate reporting and billing.**

If you held a preadministration session and there are students in the room who did not participate, ask them to fill in identifying information on page 1, Sections 13 and 14 on page 2, and page 4 of their answer sheet now. See page 19 for directions. Other students may be dismissed.

Before dismissing students, say:

Remember, you may not take any questions from the testing room, give them to anyone, or discuss them with anyone through any means, including e-mail, text messages, or the Internet. Doing so may result in the cancellation of your scores.
Thank you for your cooperation. You will receive your score report and be able to access your online My College QuickStart account in December. If I have your answer sheet and test book, you are now dismissed.

Separate answer sheets and test books of students from other schools; then give all answer sheets and test books to the supervisor. Report any unusual circumstances, irregularities, or defective test books to the supervisor.

Supervisors should turn to pages 25–28 for instructions on mailing materials and submitting payment.

Section Timing Chart
 Note: All times are “minutes after the hour.”

Start Time	Standard Time	
	Stop time for a 25-minute section (Sections 1–4)	Stop time for a 30-minute section (Section 5)
:00	:25	:30
:01	:26	:31
:02	:27	:32
:03	:28	:33
:04	:29	:34
:05	:30	:35
:06	:31	:36
:07	:32	:37
:08	:33	:38
:09	:34	:39
:10	:35	:40
:11	:36	:41
:12	:37	:42
:13	:38	:43
:14	:39	:44
:15	:40	:45
:16	:41	:46
:17	:42	:47
:18	:43	:48
:19	:44	:49
:20	:45	:50
:21	:46	:51
:22	:47	:52
:23	:48	:53
:24	:49	:54
:25	:50	:55
:26	:51	:56
:27	:52	:57
:28	:53	:58
:29	:54	:59
:30	:55	:00
:31	:56	:01
:32	:57	:02
:33	:58	:03
:34	:59	:04
:35	:00	:05
:36	:01	:06
:37	:02	:07
:38	:03	:08
:39	:04	:09
:40	:05	:10
:41	:06	:11
:42	:07	:12
:43	:08	:13
:44	:09	:14
:45	:10	:15
:46	:11	:16
:47	:12	:17
:48	:13	:18
:49	:14	:19
:50	:15	:20
:51	:16	:21
:52	:17	:22
:53	:18	:23
:54	:19	:24
:55	:20	:25
:56	:21	:26
:57	:22	:27
:58	:23	:28
:59	:24	:29

Start Time	SSD — Extended Time Testing			
	50% Extended Time		100% Extended Time	
	Stop time for a 38-minute section (Sections 1–4)	Stop time for a 45-minute section (Section 5)	Stop time for a 50-minute section (Sections 1–4)	Stop time for a 60-minute section (Section 5)
:00	:38	:45	:50	:00
:01	:39	:46	:51	:01
:02	:40	:47	:52	:02
:03	:41	:48	:53	:03
:04	:42	:49	:54	:04
:05	:43	:50	:55	:05
:06	:44	:51	:56	:06
:07	:45	:52	:57	:07
:08	:46	:53	:58	:08
:09	:47	:54	:59	:09
:10	:48	:55	:00	:10
:11	:49	:56	:01	:11
:12	:50	:57	:02	:12
:13	:51	:58	:03	:13
:14	:52	:59	:04	:14
:15	:53	:00	:05	:15
:16	:54	:01	:06	:16
:17	:55	:02	:07	:17
:18	:56	:03	:08	:18
:19	:57	:04	:09	:19
:20	:58	:05	:10	:20
:21	:59	:06	:11	:21
:22	:00	:07	:12	:22
:23	:01	:08	:13	:23
:24	:02	:09	:14	:24
:25	:03	:10	:15	:25
:26	:04	:11	:16	:26
:27	:05	:12	:17	:27
:28	:06	:13	:18	:28
:29	:07	:14	:19	:29
:30	:08	:15	:20	:30
:31	:09	:16	:21	:31
:32	:10	:17	:22	:32
:33	:11	:18	:23	:33
:34	:12	:19	:24	:34
:35	:13	:20	:25	:35
:36	:14	:21	:26	:36
:37	:15	:22	:27	:37
:38	:16	:23	:28	:38
:39	:17	:24	:29	:39
:40	:18	:25	:30	:40
:41	:19	:26	:31	:41
:42	:20	:27	:32	:42
:43	:21	:28	:33	:43
:44	:22	:29	:34	:44
:45	:23	:30	:35	:45
:46	:24	:31	:36	:46
:47	:25	:32	:37	:47
:48	:26	:33	:38	:48
:49	:27	:34	:39	:49
:50	:28	:35	:40	:50
:51	:29	:36	:41	:51
:52	:30	:37	:42	:52
:53	:31	:38	:43	:53
:54	:32	:39	:44	:54
:55	:33	:40	:45	:55
:56	:34	:41	:46	:56
:57	:35	:42	:47	:57
:58	:36	:43	:48	:58
:59	:37	:44	:49	:59

Administering the test with SSD accommodations

Eligibility — To be eligible for accommodations (such as extended time), an SSD request for accommodations must have been submitted and approved by the College Board prior to test day. Only students who have been approved for accommodations by the College Board can test with accommodations.

Printing the Nonstandard Administration Report — SSD Coordinators should access SSD Online to create and print a Nonstandard Administration Report (NAR) that includes student names with their approved accommodations. Paper NARs will no longer be mailed to schools. Only students who have been approved for accommodations can receive them.

Section Timing — Students who are approved for extended time will be provided a specified amount of time for each section. The script on pages 16–18 provides instructions about section timing for standard time, 50% extended time, and 100% extended time. Be sure to read appropriate section timing instructions for the approved amount of testing time for your students. **Give students their full amount of approved time on each section, even if they stop work before time is called. Refer to page 7 for more information about section timing.**

Timing Chart — Use the timing chart on page 14 to determine the appropriate stop times for students using standard time, 50% extended time, or 100% extended time.

Instructions for administering the regular- or large-type test to students whose accommodations DO NOT INCLUDE extended time:

Examples of accommodations that do not include extended time are smaller testing environment with fewer distractions; extended breaks; or a large-block answer sheet. These students must be listed on the NAR created and printed from SSD Online.

These students will need to be told standard start and stop times throughout the test. To minimize the distraction, they should be seated apart from others who are receiving extended time. (If you prefer, you can test these students in a separate room.)

For students who do not receive extended time, write “no extended time” next to their names on the NAR.

Note: *If the student is approved for temporary assistance (for example, a large-block answer sheet for a student with a broken hand), the accommodation must have been cleared through the College Board Services for Students with Disabilities.*

See pages 8–11 for instructions on completing Sections 1–20 of the answer sheet. After students complete Section 20, follow the instructions beginning at the asterisk (*) in the next column.

Students must be approved for accommodations before testing in order to receive official score reports. Students who are approved after testing *may* have an opportunity to receive an unofficial score report, but the answer sheets of unapproved students will not be returned.

Instructions for administering the regular- or large-type test to students whose accommodations INCLUDE extended time:

See pages 8–11 for instructions on completing Sections 1–20 of the answer sheet. After students complete Section 20, discuss timing information with them. If all students have the same amount of time, announce that now; or remind students individually of their approved amounts of testing time before the start of each section. Be sure all students understand that sections are timed separately and that they do not have an unlimited amount of testing time.

*When all students understand their approved accommodations, say:

This test has five sections. The standard amount of time is 25 minutes each for Sections 1, 2, 3, or 4 and 30 minutes for Section 5.

If you have been approved for 50% extended time on Section 1, 2, 3, or 4, you will have 38 minutes for that section. If you have been approved for 50% extended time on Section 5, you will have 45 minutes for that section.

If you have been approved for 100% extended time on Section 1, 2, 3, or 4, you will have 50 minutes for that section. If you have been approved for 100% extended time on Section 5, you will have 60 minutes for that section.

There will be a 5-minute break after Section 2 and a short stretch break after Section 4. You may not make phone calls during the breaks. Cell phones must remain under your desks, turned off. If your cell phone makes any sound during the test, you may be dismissed.

For each correct answer, you will receive one point. For questions you omit, you will receive no points. For each wrong answer to multiple-choice questions, you will lose a quarter of a point.

If students have questions about guessing, refer them to the front cover of their test book. Then say:

Mark your answer in the appropriate space on the answer sheet to receive credit for your response. Check to see that the number on the answer sheet and the number of the question match. Give only one answer to each question. If you erase, do so completely.

Raise your hand during the test if your test book or answer sheet is defective.

If you become ill during the test and/or must leave before all sections are administered, you may ask me to destroy your answer sheet before you leave. Otherwise, your answer sheet will be submitted for scoring. Are there any questions?...

Answer all questions, then say (reading only the instructions that pertain to your students):

Open your answer sheet to page 2 (page 11 of the large-block answer sheet). Fold it back...

If you are taking this section with the standard time, you will have 25 minutes to complete Section 1.

If you have been approved for 50% extended time, you will have 38 minutes to complete Section 1.

If you have been approved for 100% extended time, you will have 50 minutes to complete Section 1.

If you finish before time is called, you may check your work on Section 1, but do not turn to any other section.

At the start time, say:

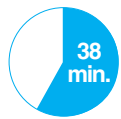
Now we are ready to begin the test. Open your test book to Section 1, carefully read the directions, and begin.



Standard time

Start time _____

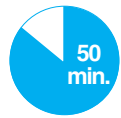
Stop time _____



50% Extended time

Start time _____

Stop time _____



100% Extended time

Start time _____

Stop time _____

Post the appropriate start and stop times for students. Use the chart on page 14 for stop time. Walk around the room frequently to make sure that all students are working on the correct section of the test, marking answers in the appropriate section of the answer sheet, and using calculators on math sections only. Printed across the top of each page in the test book are section numbers similar to those printed here (1△1△1, 2□□2□□2, etc.). A “no-calculator” symbol (a calculator with a slash mark across it) appears at the top of the pages in non-math sections. Be alert and attentive at all times while students are testing and during breaks; do not read, grade papers, or perform any other activity not directly related to administering the test. If there is no visible clock, announce the time remaining for each test section at regular intervals to help students pace themselves.

At the appropriate stop time for each group, say:

Stop. Put your pencil down. If you have a calculator, put it on your desk...

You are not required to solve math questions in your head; you may use a calculator and do scratch work in the test book. Mark all your answers in Section 2 of your answer sheet. You will not receive credit for an answer written only in the test book.

If you are taking this section with the standard time, you will have 25 minutes to complete Section 2.

If you have been approved for 50% extended time, you will have 38 minutes to complete Section 2.

If you have been approved for 100% extended time, you will have 50 minutes to complete Section 2.

Work only on Section 2.

At the appropriate start time for each group, say:

Turn to Section 2 of your test book, carefully read the directions, and begin.

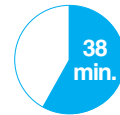


Standard time

Start time _____

Stop time _____

5-minute break _____

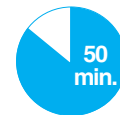


50% Extended time

Start time _____

Stop time _____

5-minute break _____



100% Extended time

Start time _____

Stop time _____

5-minute break _____

Post the appropriate start and stop times for students.

At the appropriate stop time for each group, say:

Stop. Put your pencil down. Put your answer sheet in your test book and close the book. Remove your calculator from your desk. You will now have a few minutes to stretch. Do not discuss test questions during the break.

Allow a five-minute rest break between Sections 2 and 3. If students ask, they may go to the restroom, but under no circumstances should unsupervised groups of test-takers be allowed to leave the room. Ensure that students do not leave the test room without permission, that test materials are not

removed from the room, and that students do not look at the test, use a telephone, or refer to unauthorized aids during the break. Proctors should monitor restrooms and halls, but do not leave a test room or test materials unattended.

After five minutes, say:

Please sit down, but do not open your test book yet... Make sure your calculator is removed from your desk. Keeping your test book closed, take your answer sheet out... Find Section 3 of your answer sheet... The first answer space is for critical reading question 25...

If you are taking this section with the standard time, you will have 25 minutes to complete Section 3.

If you have been approved for 50% extended time, you will have 38 minutes to complete Section 3.


If you have been approved for 100% extended time, you will have 50 minutes to complete Section 3.


Work only on Section 3.


At the appropriate start time for each group, say:

Open your test book to Section 3, carefully read the directions, and begin.



	Standard time
	Start time _____
	Stop time _____

	50% Extended time
	Start time _____
	Stop time _____

	100% Extended time
	Start time _____
	Stop time _____

Post the appropriate start and stop times for students.
At the appropriate stop time for each group, say:

Stop. Put your pencil down. Place your calculator on your desk... Turn your answer sheet over (*turn to page 15 of the large-block answer sheet*) and find Section 4... The first answer space in Section 4 is for math question 21. This section contains two types of math questions. Questions 21 to 28 are multiple choice. Record your responses to these questions in the appropriate answer spaces at the top of the page. Questions 29 to 38 have no answer choices. Instead, you must solve the

problems and record your answers in a grid on your answer sheet. For these questions, there is no deduction for a wrong answer. You may use a calculator and do scratch work in the test book, but to receive credit for your answers, you must fill in the appropriate circles in the grid on your answer sheet. You will not receive credit for an answer written only in the test book. You may write your answer in the boxes at the top of each grid to help guide you when you fill in the circles, but you will not receive credit for anything written in the boxes. Your answers will be scored only by what is filled in the circles. Note that the answer grids for questions 29 to 38 move from left to right; be sure you are marking your answers in the grid that corresponds to the question you are working on. You may start your answers in any column, space permitting. Columns not needed should be left blank. Examples of proper gridding for these questions are shown in the test book.

If you are taking this section with the standard time, you will have 25 minutes to complete Section 4.

If you have been approved for 50% extended time, you will have 38 minutes to complete Section 4.


If you have been approved for 100% extended time, you will have 50 minutes to complete Section 4.

Work only on Section 4.

At the appropriate start time for each group, say:

Turn to Section 4 of your test book, carefully read the directions, and begin.



	Standard time
	Start time _____
	Stop time _____
	1-minute break _____

	50% Extended time
	Start time _____
	Stop time _____
	1-minute break _____

	100% Extended time
	Start time _____
	Stop time _____
	1-minute break _____

Post the appropriate start and stop times for students.

At the appropriate stop time for each group, say:

Stop. Put your pencil down. Put your answer sheet in your test book and close the book. Remove your calculator from your desk. You will now have a minute to stretch.

Allow a one-minute stretch break between Sections 4 and 5. After a minute, say:

Please sit down but do not open your test book yet. ... Make sure your calculator is removed from your desk. ... Keeping your test book closed, take your answer sheet out. ... Find Section 5 of your answer sheet. ... This is the writing skills section.

If you are taking this section with the standard time, you will have 30 minutes to complete Section 5.

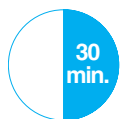
If you have been approved for 50% extended time, you will have 45 minutes to complete Section 5.

If you have been approved for 100% extended time, you will have 60 minutes to complete Section 5.

Work only on Section 5. No one may leave until dismissed.

At the appropriate start time for each group, say:

Open your test book to Section 5, carefully read the directions, and begin.



Standard time

Start time _____

Stop time _____



50% Extended time

Start time _____

Stop time _____



100% Extended time

Start time _____

Stop time _____

Post the appropriate start and stop times for students.

At the appropriate stop time for each group, say:

Stop. Put your pencil down. ... Close your test book. Close your answer sheet and turn it to page 4 (page 9 of the large-block answer sheet). Find Section 21, Special Questions.

Section 21

Section 21 contains space for two research questions. Your response will not affect your scores in any way. For question Q1, fill in the "Y" circle if

you would find it helpful to receive a text message informing you when your scores are ready for viewing; otherwise, fill in the "N" circle. Note: This question is to gauge interest only — no text messages will be sent, regardless of how you answer.

For question Q2, fill in the "Y" circle if one or both of your parents or guardians attended college for any amount of time; fill in the "N" circle if neither attended any amount of college. Leave the circles blank if you do not know. ... When you are done, put your pencil down. Turn your answer sheet so page 1 is on top. Keep your answer sheet separate from your test book.

Using your answer sheet, demonstrate the correct side to place face up.

We will now collect an answer sheet and a test book from each of you. Sit quietly and do not talk.

Collect the answer sheets and then test books individually from each student. **Count the materials to make sure you have one answer sheet and one test book from every student.** If there is a discrepancy, check to see if answer sheets are in the test books. Check each student's answer sheet to ensure the ID information has been completed and Section 20 has been signed. **It is critical to check that names, school codes and grade levels have been filled in correctly to ensure accurate reporting and billing.**

If you held a preadministration session and there are students in the room who did not participate, ask them to fill in page 1, Sections 13–14 of page 2, and page 4 of their answer sheet now. (*Students with large-block answer sheets should fill in pages 1 to 9.*) See page 19 for directions. Other students may be dismissed.

Before dismissing students, say:

Remember, you may not take any questions from the testing room, give them to anyone, or discuss them with anyone through any means, including e-mail, text messages, or the Internet.

Thank you for your cooperation. You will receive your score report and be able to access your online My College QuickStart account in December. If I have your answer sheet and test book, you are now dismissed.

Separate answer sheets and test books of students from other schools, then give all answer sheets, test books, and the Nonstandard Administration Report to the supervisor. Report any unusual circumstances, irregularities, or defective test books to the supervisor.

Returning Answer Sheets

- If a student's approved accommodations include recording responses on a computer or writing answers in the test book, you must transfer responses to a machine-scannable answer sheet. Clip the answer sheet to the corresponding test book or computer printout and give to the supervisor with the other test materials.
- If a student recorded answers on a large-block answer sheet, **do not** transcribe responses to a machine-scannable answer sheet.

Instructions for the preadministration option

Schools have the option for students to fill in page 1, Sections 13–14 on page 2, and page 4 of the answer sheet *under supervision* during the week before the test. If you choose this option, follow these instructions.

Before test day

Students must fill out answer sheets **under supervision in school**. You may decide to distribute answer sheets in any number of ways — for example, in a class, in an assembly for students taking the test, or in small groups. Do not allow students to take the answer sheets out of the building.

For the preadministration session, students will need No. 2 pencils and erasers, their student ID or Social Security numbers (optional), and their e-mail addresses (optional).

Answer sheets are shipped to you with the test books. Remove **only** the answer sheets from the bags; do not open the separate bags containing test books until test day.

Before distributing answer sheets, post your school's six-digit code, address, and optional codes, if used (see page 6). Using the script printed in boxes below, ask each student to fill in personal information on pages 1, 2 and 4. Read aloud all the directions printed in bold within boxes. Read slowly enough to give students time to fill in their identifying information. Pause wherever four dots appear to allow students time to follow instructions. Instructions outside boxes are for you and your assistants and should not be read aloud. **Do not deviate from these directions or answer any questions regarding the content of the test.**

Students should omit Sections 11, 12, 20, and 21 because these sections will be completed on test day. Students must fill in the appropriate circles for their name, address, and other personal information. (See sample of answer sheet on pages 35–36 of this manual.)

Section 1

Today you will be filling out your identifying information on the PSAT/NMSQT answer sheet.

Use only a No. 2 pencil. Raise your hand if you do not have one. Begin by reading the directions in the box above Section 1. Then enter your name*, last name first, and fill in the appropriate circles carefully. Make sure each mark is dark and completely fills the circle. Look up when you finish.... Are there any questions?

*Students should enter their legal names. Students with a hyphen in their name should fill in the corresponding hyphen circle. Students whose names are too long to fit in the spaces provided should be instructed to enter as much of their name as possible.

Sections 2, 3 and 4

In Sections 2, 3 and 4, fill in the appropriate circles. In Section 3, it is important that you enter your grade level correctly. When completing Section 4, "Date of Birth," fill in the appropriate circle for the correct month. Also enter your day and year of birth, and fill in the appropriate circles. Fill in a leading zero for your day of birth if appropriate.

Section 5

If your school is using numeric student ID numbers, say:

Fill in the circle for Student ID Number and enter your student ID number in Section 5, starting with the first column. Do not enter any number other than your student ID number.... Are there any questions?

If your school is not using Student ID numbers, say:

Fill in the circle for Social Security Number and enter your 9-digit Social Security number in Section 5, starting with the first column. If you do not have a social security number, cannot remember it, or do not wish to give it, leave this section blank. Do not enter any number other than your Social Security number.... Are there any questions?

Section 6

In Section 6a, enter our school code _____. ... In Section 6b enter our school name and address.... Fill in the "Yes" circle in 6c.... Your score report will be sent to our school.

If your school does not use optional codes, say:

Make no marks in Section 6d, "Optional Code."

If your school does use optional codes, read the directions you have prepared (see page 6). If an optional code has only one digit, instruct your students to fill in the "0" circle in the left column and the appropriate circle in the right column. Home-schooled students should leave 6d blank.

Sections 7–12

Sections 7 through 12 are included to help the College Board help you. Some of the information you provide will help ensure that tests are fair for all groups. Some of it can help colleges, universities, nonprofit educational opportunity organizations, and some scholarship programs provide you with relevant information for college planning. Your answers to these questions will not affect your participation in the competitions conducted by National Merit Scholarship Corporation.

Section 7 asks if you wish to participate in the College Board's Student Search Service®, a free service that provides names of students to certified educational organizations. You must fill in the "Yes" circle in Section 7a to let colleges, universities, scholarship programs, and educational opportunity organizations know that you are interested in receiving information about the educational and financial aid opportunities they offer. Colleges, universities and scholarship programs that request it will receive your name, address and some other information you provide on this answer sheet. They will NOT receive your actual test scores or telephone numbers....

If you marked “Yes” and would also like to receive information from these organizations via e-mail, print your e-mail address in the spaces provided in Section 7b. By providing your e-mail address, you are also granting the College Board and National Merit Scholarship Corporation permission to contact you via e-mail. Indicate if this is your e-mail address or a parent’s/guardian’s address....

Complete Sections 8, 9, 10a, and 10b. Mark only one circle for each item.... Are there any questions? Leave Sections 11 and 12 blank at this time.

Students who do not know their exact grade average should give their best estimate in Section 8. The primary use of Section 9 is for research to ensure that the tests are fair for all groups. For this reason, it is important that students complete this section, but those who do not wish to respond to Section 9 may omit it.

Sections 13–14

Open your answer sheet and go to page 2.... Sections 13 and 14 relate to scholarship programs conducted by National Merit Scholarship Corporation. Complete all parts of Section 13; if you omit a part, NMSC cannot determine if you meet requirements to enter its scholarship programs.

In Section 13a, indicate whether you are enrolled as a high school student.... In Section 13b, fill in the circle next to the year in which you will complete or leave high school and enroll full time in college. For example, eleventh graders who are planning to complete high school and enter college in 2013 should code 2013. Tenth graders should code the year in which they will complete high school, which in most cases will be 2014....

In Section 13c, fill in the circle next to the number of years you expect to spend in grades 9 through 12. If you spend one year in each grade, you will complete high school in four years.... In Section 13d, if you are a United States citizen, fill in the “Yes” circle. If you are not a U.S. citizen, fill in the “No” circle that applies to you....

If you are a Black American and wish to enter the National Achievement Program as well as the National Merit Program, fill in the Section 14 circle in addition to completing Sections 13a to 13d....

Sections 15–19

Now, close your answer sheet and turn to page 4. Carefully read the directions in the shaded box above Section 15.... To receive mail from scholarship programs, colleges and universities, and to be able to access My College QuickStart online, you must fill in the address circles correctly. Include your apartment number in 15, if you have one. If necessary, use the address abbreviations in the lower right of your answer sheet. Indicate a space in your address by leaving a blank box and filling in the corresponding diamond. If your address has

a slash mark or hyphen, fill in the corresponding slash mark or hyphen circle. Be sure to complete your five-digit ZIP code in Section 18. Raise your hand if you have any questions....

Leave Sections 20 and 21 blank at this time. Thank you for your cooperation.

Make sure that students do not write anything in Sections 20 or 21; they will be completed on test day. Allow adequate time for students to write their complete home addresses and fill in the appropriate circles. *Note: It is not necessary for students to fill in diamonds at the end of their address if there are blank spaces. If a student’s entire address does not fit in the space provided, tell the student to enter as much as possible.*

If you are testing students with addresses in U.S. territories or countries other than the U.S., and for APO/FPO (Army or Fleet Post Office) addresses, see page 11.

Collect the answer sheets and keep them in a safe place until the test day. Remind students of the time and place they should report for the test.

BEGIN HERE on test day (These directions are for schools that used the preadministration option — see page 19. Students who did not participate in the preadministration session should fill in the identifying information on pages 1, 2 and page 4 of the answer sheet after the test.)

Before distributing test materials, post the following in a place where all students can easily see it:

- today’s date $\frac{\quad}{\text{Month}} / \frac{\quad}{\text{Day}} / \frac{\quad}{\text{Year}}$
- start time _____ (to be filled in later)
- stop time _____ (to be filled in later)
- break _____ (to be filled in later)

Students arriving late: See page 8 for instructions for working with students who arrive late.

Read aloud all the directions printed in bold within boxes. Read slowly enough to give students time to fill in their responses. Pause wherever four dots appear to allow students time to follow instructions. Instructions outside boxes are for you and your assistants and should not be read aloud. **Do not deviate from these directions or answer any questions regarding the content of the test.**

When you are ready to begin, say:

Welcome to the PSAT/NMSQT administration. Testing will begin in a few minutes. First, listen carefully to the regulations and instructions that I must read. For today’s test, you may use only a No. 2 pencil to mark your answer sheet. Raise your hand if you do not have one.

The only device or aid you may use is a four-function, scientific, or graphing calculator to answer math questions. You may not share a calculator with another student. Each math question can be answered without a calculator.

If you have extra calculators, ask if any student needs one.

You can be dismissed from the test and your scores can be canceled if you use prohibited materials or calculators, disobey test instructions, or misbehave during testing or breaks.

Now remove everything from your desk except your pencils and erasers. Close all bags and backpacks and put them under your desk until the test is over and you are dismissed. Turn off watch alarms. Turn off power to cell phones, pagers, handheld computers, or other electronic devices and place them under your desk. If you are seen using any of these devices, or the devices make any sound (ringing or vibrating) during testing or breaks, you will be asked to leave and your answer sheet will not be submitted.

The test begins with a critical reading section, so you will not need your calculator. Please place your calculator under your desk.

Use of the following is prohibited: watch alarms; handheld electronic devices (including cell phones, MP3 players, PDAs and pagers); devices that can access the Internet; protractors; compasses; rulers; cutting devices; dictionaries or other books; pamphlets; papers of any kind; highlighters; pens or colored pencils; listening, recording, copying, or photographic devices (including watches that contain cameras); pocket organizers; laptops; or any other aid.

Calculators with QWERTY (typewriter-like) keypads, with paper tape, that make noise or “talk,” or that require an electrical outlet are also prohibited. To maintain security, you may need to move students whose calculators have large (characters of 1 inch or more) or raised displays that might be visible to other test-takers.

Food and beverages, including bottled water, are prohibited unless approved for medical reasons.

Proctors should circulate to see that students have only pencils and erasers on their desks. Then say:

You will now be given your answer sheet. Please double-check to make sure your name appears on the answer sheet. If you have not filled out identifying information on pages 1, 2 and 4, complete Section 1 on page 1 now. You will need to complete the remaining sections after the test.

Distribute the answer sheets that students filled in prior to test day. **Make sure that each student receives his or her own pregridded answer sheet.** If there are students in the room who did not fill out identifying information on pages 1, 2 and 4 before test day, give them a blank answer sheet. They will need to remain after other students are dismissed to fill out pages 1, 2 and 4.

You will now receive a test book. Do not open it or make any marks on your answer sheet until I tell you to do so. When you get your test book, carefully read the important information on the front cover about timing, scoring, guessing, marking answers and checking answers.

Remove the test books from the plastic bags and give one to each student. **Keep one answer sheet and one test book for use in giving instructions that follow.** Make

sure that no one opens a test book until told to do so. Allow enough time for students to read the information on the front cover.

Print your name clearly on the front of your test book....

To facilitate return of test books with score reports in December, you may want to tell students to put additional information (e.g., counselor’s name) under their name on the test book cover. If you are testing any students from another school, ask them to write their school name below their name on the test book. Ask home-schooled students to write their address below their name.

Look at the top right corner of your test book cover. You will see a small box labeled “Form” with an accompanying letter (W, S, or A). Now find the box labeled “Form” in the top right corner of your answer sheet. The letter there should match the letter on your test book cover.... If the test forms are not identical, raise your hand.

Read aloud the test date and form; demonstrate with an extra test book and answer sheet. Wednesday answer sheets are purple; Saturday answer sheets are brown. See instructions on page 24 if any student’s answer sheet and test book do not match.

Your test book will be returned to you when you receive your scores in December.

As you give instructions for each section, point to the section on the answer sheet. Then say:

Now turn your test book over so you can answer Sections 11 and 12. Section 11 asks your religious preference. This will not be included in any reports. It will be used only by the Student Search Service for helping students interested in receiving information from colleges and universities with religious affiliations similar to their own. Refer to the back of your test book for the appropriate code. Print the code number in Section 11 and fill in the corresponding circles.

Students may omit Section 11 if they do not wish to provide this information.

Also use the back of the test book for Section 12. Find the college major that most interests you. Print the code number and fill in the corresponding circles in Section 12.

Monitor this procedure carefully to be sure that students do not open test books. Allow adequate time for students to complete the section. Encourage students to select a major so that they will receive relevant information in My College QuickStart. Then say:

Turn your answer sheet over to page 4.

Now turn to **page 11** of this manual. Read aloud the instructions for **Section 20** and then continue to follow instructions to the end of the test.

Procedures for test day problems

This chart provides procedures for handling certain unusual occurrences.

- Review these pages so you and your assistants will know how to handle such situations for individuals and groups of students.
- Submit the Supervisor's Irregularity Report (SIR) as instructed on the chart below. Print legibly so that your report can be interpreted accurately or complete the form online at www.collegeboard.org/testright.
- **Immediately** inform the PSAT/NMSQT office (see page 2) if an irregularity is discovered after answer sheets have been returned. Provide your school's six-digit code number.

ETS, on behalf of the PSAT/NMSQT Program, will review all reports of unusual situations and any test score earned under questionable circumstances. Once answer sheets have been submitted for scoring, ETS reserves the right not to score the answer sheet of a student who engaged in misconduct or was involved in a testing irregularity. ETS also has the right to cancel PSAT/NMSQT scores if there is reason to doubt their validity (see page 6 in the 2011 *PSAT/NMSQT Official Student Guide*). Copies of Supervisor's Irregularity Reports will be forwarded to National Merit Scholarship Corporation (NMSC), which reserves the right to make its own judgment about a student's participation in its scholarship programs.

Group Situations	Procedure	Action	Irregularity Report
Mistiming of Sections			
<i>Too little time given</i>	Permit students to make up time on an undertimed section before allowing a break or dismissing them, so they do not have an opportunity to discuss the test before resuming work on the affected section. Allow the full number of minutes on all other sections.	None	Optional (If students felt test performance was affected, file a report.)
	If you cannot permit students to make up time on the undertimed section, allow the full number of minutes on all other sections. Tell students that a report will be submitted.	Submit affected answer sheets on top of other answer sheets.	Report undertiming on an affected section; list names only if not all students were involved.
<i>Too much time given</i>	Make no adjustment if too much time is allowed. Tell students that a report will be submitted.	Submit affected answer sheets on top of other answer sheets.	Report amount of excess time and affected section(s); list names only if not all students were involved.
Environment			
<i>Disturbance</i>	Reduce or eliminate source of disturbance (loud noise, excessive heat/cold, etc.). Tell students that a report will be submitted. Continue testing.	Submit affected answer sheets on top of other answer sheets.	Report source, length, and impact of disturbance and affected sections; list names only if not all students were involved.
<i>Interruption</i>	Provide clear instructions for safety of students if fire alarm, power failure, etc., occurs. Note the time and take action to be sure no one has access to test materials while students are out of the room. Direct students not to discuss the test and monitor the group the entire time. Students should resume testing in the section they were completing before the interruption occurred. Subtract the time they were given before the interruption and allow the remainder for students to complete the section. Tell students that a report will be submitted.	Submit affected answer sheets on top of other answer sheets.	Report source, length, and impact of interruption and affected sections; list names only if not all students were involved.
<i>Test cancellation</i>	If a storm, flood, power failure, etc., necessitates cancellation of the test, call or fax the PSAT/NMSQT office (see page 2) for instructions. Tell students that other arrangements are being requested.		

Individual Situations	Procedure	Action	Irregularity Report
Student Behavior			
<i>Late arrival</i>	See page 8.	None	No
<i>Misconduct</i>	Change seat of any student suspected of giving or receiving information. If ETS investigation warrants, scores will be canceled. Keep a seating chart (see back page of this manual) of students who are seated nearby (or entire room, if possible). Tell student that a report will be submitted. OR Collect test book and answer sheet and dismiss any student who you are certain is giving or receiving information, attempting to take the test for someone else, or disturbing others.	Submit student's answer sheet on top of other answer sheets. Destroy student's test book and answer sheet; do not submit fee for student.	Identify student and explain circumstances. Check the Yes box indicating that student's answer sheet was destroyed.
<i>Prohibited aid (see page 6)</i>	Collect test book and answer sheet and dismiss any student who uses any of the prohibited aids listed on page 8 either during the test or during breaks. (For example: cell phones, MP3 players, PDAs, and pagers.)	Destroy student's test book and answer sheet; do not submit fee for student.	Check the Yes box indicating that student's answer sheet was destroyed.
<i>Opening test book before test</i> <i>OR</i> <i>Working on wrong section</i> <i>OR</i> <i>Working longer than the time permitted</i>	Ask student to close test book or direct to proper section of test book. Say that a report will be submitted and that a subsequent violation will be grounds for dismissal. OR If the student <i>continues</i> to keep test book open, to work on wrong section, or to work after time is called, collect test book and answer sheet and dismiss student.	Submit student's answer sheet on top of other answer sheets. Destroy student's test book and answer sheet; do not submit fee for student.	Identify student, length of time, and affected sections. Check the Yes box indicating that student's answer sheet was destroyed.
<i>Misplaced answers</i>	Provide a new answer sheet if student has misplaced answers on the answer sheet. Direct student to print name on new answer sheet, then to continue in the appropriate place. Tell student a report will be submitted. Answers recorded in a test book may <i>not</i> be transferred to answer sheet by student or school personnel after time is called for the section. <i>An exception may be made for students testing with approved accommodations that include permission to record answers in the test book.</i>	Clip both answer sheets together; place on top of other answer sheets. Do not return test book to ETS.	Identify student; indicate which answers were misplaced and amount of time lost, if any. No
<i>Restroom use</i>	Permit student to leave test room temporarily. Collect test book and answer sheet; return them when student reenters. Do not allow extra testing time. If two or more students leave, a proctor must accompany them.	None	No
<i>Student leaves during test</i>	If warranted, collect test book and answer sheet, and permit student to leave without completing test. Tell student that he or she may not take the test again this year. If student wants answer sheet scored, tell student a report will be submitted. If student does not want answer sheet scored, do not submit it. Tell student that he or she may not take the test again this year; however, other testing arrangements are available for entering NMSC scholarship competitions (see page 4).	Submit student's answer sheet on top of other answer sheets. Destroy student's answer sheet; do not submit fee for student.	Identify student, test section, last question number completed, and reason for leaving. Check the Yes box indicating that student's answer sheet was destroyed.

Individual Situations	Procedure	Action	Irregularity Report
<p><i>Illness</i></p> <p><i>Student score cancellation</i></p>	<p>Permit student to leave test room temporarily. Collect test book and answer sheet; return them when student reenters. Do not allow extra testing time. Tell student a report will be submitted.</p> <p>OR</p> <p>If student does not want answer sheet scored, do not submit it. Tell student that he or she may not take the test again this year. Inform student that other testing arrangements are available for entering NMSC scholarship competitions (see page 4).</p> <p>Do not submit answer sheet if student requests that test not be scored. Tell student that he or she may not take the test again this year. Students who wish to withdraw their answer sheets from scoring after leaving the test room must contact the test supervisor or the PSAT/NMSQT office immediately.</p> <p>Inform student that other testing arrangements are available for entering NMSC scholarship competitions. Please contact NMSC at 847-866-5100 immediately after the test with any questions but not later than November 15, 2011.</p>	<p>Submit student's answer sheet on top of other answersheets.</p> <p>Destroy student's answer sheet; do not submit fee for student.</p> <p>Destroy student's answer sheet; do not submit fee for student.</p>	<p>Identify student, length of absence, affected section(s), and questions.</p> <p>Check the Yes box indicating that student's answer sheet was destroyed.</p> <p>Check the Yes box indicating that student's answer sheet was destroyed.</p>
Test Materials	Procedure	Action	Irregularity Report
<p><i>Defective test book</i></p> <p><i>Defective answer sheet</i></p> <p><i>Mismatched test and answer sheet</i></p> <p><i>Possible test question ambiguities and errors</i></p>	<p>Replace defective book. Direct student to use original answer sheet. Tell student that a report will be submitted. Call PSAT/NMSQT office (see page 2) if you don't have a replacement book. If defective test book causes a loss of testing time, allow student to make up the time for that section at the end of the test. Student must not have the opportunity to discuss test with others.</p> <p>Replace defective answer sheet. Direct student to print name on new answer sheet, then continue with next question. Tell student that a report will be submitted. Call PSAT/NMSQT office (see page 2) if you don't have a replacement answer sheet. If defective answer sheet causes loss of testing time, allow student to make up the time for that section at the end of the test. Student must not have the opportunity to discuss test with others.</p> <p>Replace either test book or answer sheet, so both are for the scheduled test date. If appropriate answer sheet is unavailable, direct student to use mismatched answer sheet. Tell student a report will be submitted.</p> <p>Direct student to give the best possible answer. Say a report will be submitted. Call PSAT/NMSQT office (see page 2) immediately after test. If student expresses concern after test date, tell student to report test form, test section, content of question, and nature of error as soon as possible to: Assessment Development, P.O. Box 6656, Princeton, NJ 08541-6656; or send an e-mail to: cbcanding@ets.org.</p>	<p>On test book cover, write "Defective," identify error, and give school code number. Return defective book with answer sheets. (For multiple books, send a sample and note how many were defective.) Place affected answer sheet(s) on top of others.</p> <p>Clip both answer sheets together; place on top of other answer sheets.</p> <p>Submit student's answer sheet on top of other answer sheets.</p> <p>Submit student's answer sheet on top of other answer sheets.</p>	<p>Identify student; describe defect; if time was not made up, indicate how much time was lost. Clip defective book to the Irregularity Report.</p> <p>Identify student; describe defect; if time was not made up, indicate how much time was lost.</p> <p>Identify student; describe mismatch.</p> <p>Indicate form, section, number of affected question, nature of the error, and name and address of student who reported ambiguity or error.</p>

After the test

Return materials immediately.

Return materials immediately, but no later than the next school day after the test administration. **Failure to return answer sheets promptly may delay score reports for your students and/or prevent them from entering NMSC scholarship programs.** Scores are not reported to NMSC, and some school and district reports are not generated, if ETS receives answer sheets after the release of score reports has begun.

Use these checklists to organize your materials.

A. Count used answer sheets. You will need this information to fill in your Supervisor’s Report (see “B. Complete forms,” below).

- As you are counting, take a moment to ensure students have filled in the correct circles for name, grade level and school code. This is essential to receive correct reports and for third-party billing, when applicable.

Number

- Used answer sheets for students from YOUR school _____
- Used answer sheets for students from OTHER schools (set aside these answer sheets) Enter School Name and Code for students from OTHER schools below.

School Name

Code

School Name

Code

School Name

Code

TOTAL number of used answer sheets returned for scoring. _____
(Do NOT return unused answer sheets; destroy them.)

Note: Only return answer sheets that contain answers. Discard blank answer sheets and answer sheets for students who completed identifying information but did not test.

B. Complete forms.

- Supervisor’s Report** (a separate, teal form sent with test materials). Please complete entire report, including signature, with a No. 2 pencil. **DO NOT USE INK.**
- A signature on the Supervisor’s Report certifies that your school administered the test properly.
 - *Scores will not be released to your school or NMSC unless your Supervisor’s Report is completed, **signed**, and returned with answer sheets.*
 - Use the sample Supervisor’s Report on page 33 *only* if the original scannable form cannot be found. If this form is used and students from other schools tested at your school, provide a list of those additional school names, codes, and the number tested. Note that using this form instead of the scannable form may delay processing and score reporting for your school.
- Nonstandard Administration Report (NAR)** created and printed by the SSD Coordinator at SSD Online.
- Complete the NAR and set aside answer sheets of students listed on it, including students from other schools.
- Irregularity Report** on page 37 (if necessary, to describe your handling of situations listed on pages 22–24).
- This report form can also be completed online at www.collegeboard.org/testright, then printed and signed.
 - Set aside answer sheets of students listed on it.
 - Be sure to return the Irregularity Report with your answer sheets.

C. Pack Answer Sheets and Related Materials in the provided prelabeled courier box(es), as follows. Also see the diagram on page 27 for packing instructions. Please pack your answer sheets facing the same direction.

Top Supervisor's Report Form (**must be completed in pencil and signed**)

- Nonstandard Administration Envelope, containing:
- Nonstandard Administration Report (NAR)
 - Answer sheets (large-block) for students listed on the NAR
 - Answer sheets (machine-scannable) for students listed on the NAR
 - Test books for students approved to write answers in their books; clip to the machine-scannable answer sheet where you transcribed the student's answers
 - Scratch paper, computer or Braille pages; clip to corresponding answer sheets
 - Defective test books for students listed on the NAR; clip to corresponding answer sheets

Supervisor's Irregularity Report (SIR)

Defective test book(s)

Answer sheets (for standard administration)

- For students listed on the SIR (unless instructed to destroy per instructions on pages 23 and 24)
- For students from OTHER schools, sorted by school

Bottom

For students from YOUR school

Important:

1. You must return one, and only one, answer sheet for each student (either a large-block or machine scannable).
2. Students approved to write their answers in the test book **must** have their answers transcribed by a staff member to a machine-scannable answer sheet. Clip the answer sheet to the test book.
3. All students whose answer sheets are returned in the Nonstandard Administration Envelope will be considered to have used accommodations.
4. Do not include the answer sheets of home-schooled students or students from other schools in the Nonstandard Envelope unless they tested with approved accommodations.

D. Return Answer Sheets following these mailing directions:

- Insert all used answer sheets and related items into the prelabeled courier box(es) provided. (See C., above.)
- Fill in the information for Steps 1–3 at the bottom of the courier label(s).
- If you are enclosing answer sheets for students who tested with accommodations, place a check mark where indicated on the courier label of the box containing the Nonstandard Administration envelope.
- Arrange for packages to be picked up before the end of the test day, or at the latest by the next school day after the test administration.** Keep materials secure until pickup.
 - If UPS does not make a regular stop at your school, schedule a pickup at www.ups.com, or call 800 PICK-UPS (800-742-5877). You can also take packages to any UPS counter.
 - Write down your UPS package tracking number(s) in the space provided on your first Seating Chart located on the back page of this manual.
 - If UPS is not available in your area, return materials via another traceable express courier. Record your tracking number(s).
 - **Do not use first-class mail or any other nontraceable method.**

Note: Schools outside the U.S. should follow the instructions enclosed with test shipments.

Important Notice

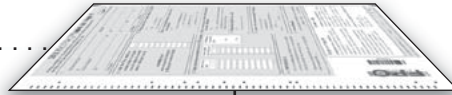
Using the prelabeled courier box(es) provided with your PSAT/NMSQT test materials is the only way to ensure that your answer sheets will be correctly returned and processed. If you must use another courier, return materials to: PSAT/NMSQT Office, 200 Ludlow Drive, Ewing, NJ 08638.

RETURNING

Used Answer Sheets and Forms

Assemble and pack materials 1–5 in the sequence shown.

5 Supervisor's Report Form



4 Nonstandard Administration Envelope

Include only materials listed to the right in this envelope. If you do not have any of these materials, do not return the Nonstandard Administration Envelope.

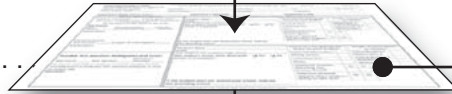


Nonstandard Administration Envelope

Include:

- Nonstandard Administration Report (NAR)
- Answer sheets (large-block) for students listed on the NAR
- Answer sheets (machine-scannable) for students listed on the NAR
- Test books for students approved to write answers in their books; clip to the machine-scannable answer sheet where you transcribed the student's answers
- Scratch paper, computer or Braille pages; clip to corresponding answer sheets
- Defective test books for students listed on the NAR; clip to corresponding answer sheets

3 Supervisor's Irregularity Report (SIR)



Supervisor's Irregularity Report (SIR)

- If needed, the Supervisor's Irregularity Report (SIR) is on page 37 of this manual.

2 Defective test book(s)



1 Answer sheets (for standard administration) See box at right for details.

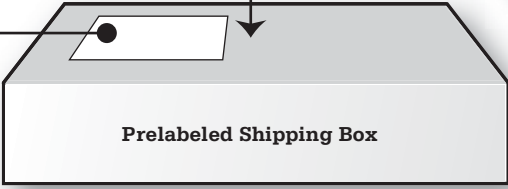


Answer Sheets (for standard administration)

- For students listed on the SIR (unless instructed to destroy per instructions on pages 23 and 24 of this manual.)
- For students from OTHER schools, sorted by school
- For students from YOUR school



UPS Return Label



Note this tracking number for your records.

If you are enclosing answer sheets for students who tested with accommodations, place a check mark here.

Print this box number and total number of boxes being sent (e.g., Box 1 of 2). Also print your school name and school number.

After the Test

- Use the prelabeled courier return box(es) that came with your test materials.
- Keep answer sheets flat; do not damage the edges or use rubber bands, tape, or staples. Do not wrap them in anything.

Mail fees separately.

Use this checklist to submit payment.

- A. Create your Remittance Report online at www.collegeboard.org/school.***
 - You will need to enter the information on the online Remittance Report. (A worksheet to assist you is available at www.collegeboard.org/testright.)
 - Log on to your school's PSAT/NMSQT Web page at www.collegeboard.org/school and create your Remittance Report.
 - The site will automatically calculate the payment for you.
 - Review a preview copy of the Remittance Report to ensure the information you entered is correct.
 - Print two copies of the Report — one to mail with your payment and one for your files.
- B. Create the Fee-Waiver Roster with the list of eleventh graders who used fee waivers** (if applicable). When you print your Remittance Report, a Fee-Waiver Roster will also print if fee waivers have been allocated for your school. The number of fee waivers used must match the number of names provided. Schools claiming fee waivers without submitting this list by November 11, 2011, will be billed and will have to pay test fees for these students. (If your test fees are paid by another entity, this roster must still be returned in October with your Remittance Report.)
- C. Enclose appropriate payment per your Remittance Report.** Your school is responsible for payment of fees for all students tested on-site (whether or not students attend your school). Local administrative expenses are not deductible.
 - Check or money order payable to PSAT/NMSQT; include school code number. (Send a single check or money order; do not send individual checks for each student.)
 - Purchase order; include school code number. The PSAT/NMSQT federal ID number is 21-0634479.
 - Explanation of payment by an outside source (for example, school district office or State Department of Education). Advise the office that will be paying some or all of your fees to include your school code number on its check, money order, or purchase order.
- D. Mail the Remittance Report, Fee-Waiver Roster with the list of eleventh graders who used fee waivers** (if applicable), **and payment** in the remittance envelope provided. **Do not enclose the Remittance Report or payment with answer sheets.** If envelope has been lost, mail payment to: PSAT/NMSQT, 12192 Collection Center Drive, Chicago, IL 60693. (**Note:** Use this address for initial payments only; future payments should be sent to the address on the invoice.)
 - Some states provide special instructions to supervisors about submitting fees. Please follow any such state-specific instructions received from your State Department of Education.
 - If test fees for different grade levels are being paid by different sources (e.g., state, district), check each student's answer sheet to be sure that the grade level is appropriately filled in. **Your school is responsible for students who fill in their grade level incorrectly.**

Schools outside the United States: Pay test fees in U.S. dollars, without deducting any exchange fee, by either International Money Order or a check drawn on a U.S. bank. **Note:** Schools outside the U.S. (except in U.S. Territories and Canada) will be charged a \$3 shipping surcharge for each test book ordered.

* **Schools without Internet access** that ordered PSAT/NMSQT test materials by phone should use the form on page 34. All other schools must use the online Remittance Report.

Storing test books

Immediately after the test administration:

- Organize test books to facilitate return to students with their score reports.
- Make sure that no answer sheet has been put in a test book.
- Place all used and unused test books (including those of students from other schools) in locked storage.
- Destroy all unused answer sheets.

Receiving score reports

Score reports and interpretive materials should be shipped to school principals by mid-December. Under no circumstances should test books, used or unused, be given to anyone until after score reports are received by the principal. Schools found in violation of this policy risk losing the ability to administer the PSAT/NMSQT in the future. When you receive your score reports, remove test books from storage and distribute each test book to the student who used it, along with the student's score report. Send any test books used by students from other schools to their schools. You may also distribute any unused test books.

Every effort is made to mail score reports to schools for receipt before winter break. However, score reporting may be delayed for a number of reasons including these common errors:

- students fail to put their correct school code on the answer sheet;
- supervisor forgets to put school names and/or school codes for students from other schools on the Supervisor's Report;
- the number of used answer sheets received does not agree with the number of students tested that was entered on the Supervisor's Report; or
- supervisor neglects to sign the Supervisor's Report in pencil.

Please make sure that students fill out their answer sheets correctly and that the information on the Supervisor's Report is complete and correct.

A Note About Score Reporting

Please be patient if you do not receive your school's score reports at the same time as other schools in your area. Once score reporting begins, it takes a few weeks to mail reports to about 23,000 schools. We recommend that you do not plan any meetings or workshops using PSAT/NMSQT Score Reports until January. Go online at www.collegeboard.org/school to track your score report shipment. Also note that My College QuickStart will be available to students in December. Inclusion of My College QuickStart in your January meetings and/or workshops is recommended.

Obtaining summary reports

Schools that test at least 50 juniors/sophomores will receive a School Summary Report. Other schools that want to obtain the same information for their students may purchase an optional School Summary Report.

Schools that test at least 25 students at the same grade level (11, 10, 9, etc.) will receive **free of charge** the *PSAT/NMSQT Summary of Answers and Skills* (SOAS) report that will be available online in January at www.collegeboard.org/reports. The SOAS provides you with a snapshot of your students' performance on each PSAT/NMSQT question. The information provided in the report will allow you to compare your students' performance to comparable national and state groups on identical test items.

Additionally, schools may purchase a comprehensive electronic Student Data File, which has their individual student data, including responses to test questions, student IDs, if provided, and much more. The CD in ASCII or Excel-ready .csv format is available to all schools for \$50.

To order the electronic Student Data File and other optional fee-based reports, please log on to your school's PSAT/NMSQT Web page at www.collegeboard.org/school. The deadline for ordering reports is November 23, 2011.

Appropriate uses of scores and reports

The publication *Guidelines on the Uses of College Board Test Scores and Related Data*, available at www.collegeboard.org/research, highlights proper and beneficial uses of test scores and cautions against uses that are inappropriate.

Note about test-prep product solicitations

The College Board makes every effort to protect a student's privacy. When a student takes a College Board exam such as the PSAT/NMSQT they have a choice to "opt in" to Student Search Service (SSS). If the student says yes, this enables the College Board to provide that student's basic information to eligible colleges and universities, scholarship programs and certain higher education enrichment opportunities.

While the College Board recommends that students take advantage of our free and low cost practice tools in order to help them do their best on test day, it is our strict policy to NOT sell student information to test preparation companies nor are such companies affiliated with the College Board.

To read our recommended precautions if your students receive unsolicited calls from persons identifying themselves as belonging to a test preparation company, go to www.collegeboard.org/student/testing/psat/reg/sss.

To learn more about our Student Search Service policy, go to www.collegeboard.org/sss/help/policiesandguidelines/index.html.

Completing the 2011 PSAT/NMSQT® Nonstandard Administration Report (NAR)

Your school's SSD Coordinator should have gone to SSD Online to create and print the NAR that lists the names of your students approved for accommodations with their SSD Codes. If you have additional students who have been approved by the College Board, received SSD Codes, and can test with the standard test format, your school's SSD Coordinator should create and print an additional NAR and attach it to the original report. Please note that students cannot test with accommodations unless they are approved prior to test day. An answer sheet submitted with an eligibility form will not be scored. Follow the instructions provided on the NAR for completing it.

If your school's SSD Coordinator cannot print the up-to-date NAR from SSD Online, or you need to add students who test at, but do not attend, your school, you may use the blank form below. **Copy it as needed.**

PSAT/NMSQT®

Services for Students with Disabilities (SSD) PSAT/NMSQT Nonstandard Administration Report (NAR)

Please complete the supervisor and student information. Sign and return the NAR with the answer sheets for the students listed on this report in the envelope provided. (See page 25 of this *Supervisor's Manual* for more detailed instructions.)

School Code: _____ School Name: _____

Supervisor's Name: _____ Title: _____

Telephone Number: _____ Fax Number: _____ E-mail Address: _____

Supervisor's Signature: _____

Student's Name: _____ Grade: _____

SSD Code: _____ Administration Date: ____/____/____

College Board Approved Accommodation(s): _____

Student's Name: _____ Grade: _____

SSD Code: _____ Administration Date: ____/____/____

College Board Approved Accommodation(s): _____

Student's Name: _____ Grade: _____

SSD Code: _____ Administration Date: ____/____/____

College Board Approved Accommodation(s): _____

Student's Name: _____ Grade: _____

SSD Code: _____ Administration Date: ____/____/____

College Board Approved Accommodation(s): _____

Codes for U.S. Commonwealths and Territories and Countries or Regions Outside the U.S.

(to be furnished to students filling out Section 19 of the answer sheet; see sample below)

U.S. Commonwealths and Territories	110 Cayman Islands	260 India	443 Oman	515 Spain
007 American Samoa	113 Central African Republic	265 Indonesia	445 Pakistan	520 Sri Lanka
229 Guam	114 Chad	270 Iran	447 Palau	525 Sudan
367 Northern Mariana Islands	115 Chile	273 Iraq	611 Palestinian Territories	527 Suriname
607 U.S. Virgin Islands (For Puerto Rico, see Section 17 of the answer sheet.)	457 China, People's Republic of	275 Ireland	450 Panama	530 Swaziland
Countries or regions outside the U.S.	Special Administrative Regions of China:	277 Isle of Man	400 Papua New Guinea	535 Sweden
002 Aaland Islands	250 Hong Kong	280 Israel	455 Paraguay	540 Switzerland
001 Afghanistan	347 Macau	285 Italy	460 Peru	545 Syria
003 Albania	120 Colombia	295 Jamaica	465 Philippines	550 Tahiti
005 Algeria	122 Comoros	300 Japan	470 Poland	555 Taiwan
008 Andorra	630 Congo, Democratic Republic of (Kinshasa)	305 Jordan	475 Portugal	556 Tajikistan
010 Angola	125 Congo, Republic of (Brazzaville)	308 Kazakhstan	477 Qatar	560 Tanzania
011 Anguilla	126 Cook Islands	310 Kenya	482 Reunion	565 Thailand
012 Antigua and Barbuda	290 Côte d'Ivoire (former Ivory Coast)	312 Kiribati	483 Romania	567 Togo
015 Argentina	133 Croatia	314 Korea, North (DPR)	484 Russia	570 Tonga
016 Armenia	135 Cuba	315 Korea, South (ROK)	487 Rwanda	575 Trinidad and Tobago
017 Aruba	665 Curacao	320 Kuwait	486 Saint Kitts and Nevis	580 Tunisia
020 Australia	140 Cyprus	323 Kyrgyzstan	521 Saint Lucia	585 Turkey
025 Austria	142 Czech Republic	325 Laos	522 Saint Vincent and the Grenadines	584 Turkmenistan
029 Azerbaijan	150 Denmark	328 Latvia	620 Samoa (former Western Samoa)	586 Turks and Caicos Islands
035 Bahamas, The	153 Djibouti	330 Lebanon	488 San Marino	587 Tuvalu
040 Bahrain	154 Dominica	333 Lesotho	489 Sao Tome and Principe	590 Uganda
045 Bangladesh	155 Dominican Republic	335 Liberia	490 Saudi Arabia	589 Ukraine
050 Barbados	165 Ecuador	340 Libya	495 Scotland	591 United Arab Emirates
094 Belarus	170 Egypt	343 Liechtenstein	497 Senegal	United Kingdom
055 Belgium	175 El Salvador	344 Lithuania	499 Serbia	180 England
056 Belize	180 England	347 Luxembourg	498 Seychelles	277 Isle of Man
058 Benin	183 Equatorial Guinea	348 Macedonia, The Former Yugoslav Republic of	500 Sierra Leone	434 Northern Ireland
060 Bermuda	182 Eritrea	350 Madagascar	505 Singapore	495 Scotland
063 Bhutan	184 Estonia	355 Malawi	678 Sint Maarten (Dutch Part)	610 Wales
065 Bolivia	185 Ethiopia	360 Malaysia	503 Slovakia	595 Uruguay
069 Bosnia and Herzegovina	187 Faeroe Islands	361 Maldives	504 Slovenia	594 Uzbekistan
070 Botswana	190 Fiji	363 Mali	506 Solomon Islands	596 Vanuatu
075 Brazil	195 Finland	365 Malta	507 Somalia	600 Venezuela
077 British Virgin Islands	200 France	368 Marshall Islands	510 South Africa	605 Vietnam
081 Brunei	203 French Guiana	366 Martinique		610 Wales
085 Bulgaria	202 French Polynesia	369 Mauritania		623 Yemen
593 Burkina Faso	204 Gabon	370 Mauritius		635 Zambia
090 Burma (Myanmar)	205 Gambia, The	375 Mexico		480 Zimbabwe
092 Burundi	208 Georgia	107 Micronesia, Federated States of		
307 Cambodia	210 Germany	377 Midway Islands		
095 Cameroon	215 Ghana	376 Moldova		
Canada	217 Gibraltar	378 Monaco		
650 Alberta	220 Greece	379 Mongolia		
651 British Columbia	225 Greenland	383 Montenegro		
653 Manitoba	227 Grenada	381 Montserrat		
654 New Brunswick	228 Guadeloupe	388 Morocco		
643 Newfoundland	230 Guatemala	385 Mozambique		
644 Northwest Territories	233 Guinea	388 Namibia		
645 Nova Scotia	234 Guinea-Bissau	386 Nauru		
652 Nunavut	235 Guyana	387 Nepal		
646 Ontario	240 Haiti	390 Netherlands		
647 Prince Edward Island	597 Holy See (Vatican City)	396 New Caledonia		
648 Quebec	245 Honduras	405 New Zealand		
649 Saskatchewan	250 Hong Kong	420 Nicaragua		
626 Yukon Territory	251 Hungary	425 Niger		
106 Cape Verde	255 Iceland	430 Nigeria		
		433 Niue		
		434 Northern Ireland		
		435 Norway		

17	State	18	Zip or Postal Code	19	Country Code									
<input type="radio"/> AL	<input type="radio"/> NH	M	5	M	2	E					Complete if you marked U.S. Ter. or Other in Section 17. Print name of country on line below.	6	4	6
<input type="radio"/> AK	<input type="radio"/> NJ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> AZ	<input type="radio"/> NM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> AR	<input type="radio"/> NY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> CA	<input type="radio"/> NC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> CO	<input type="radio"/> ND	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> CT	<input type="radio"/> OH	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> DE	<input type="radio"/> OK	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> DC	<input type="radio"/> OR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> FL	<input type="radio"/> PA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> GA	<input type="radio"/> RI	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> HI	<input type="radio"/> SC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> ID	<input type="radio"/> SD	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/> MD	<input type="radio"/> WI	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/> MS	<input type="radio"/> AE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/> NV	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Codes for Home-schooled Students

We encourage you to allow home-schooled students from your community to test at your school. In Section 6a on their answer sheets, these students will need to enter the six-digit home-school code for their state. (They should not use your school's code nor the code that home-schooled students use for the SAT Program; if they do, their score report will not be sent to them.) For example, if there are home-schooled students taking the test at your school who reside in Arizona, tell them to enter the code "990399" in Section 6a and the state where they live and "home school" in Section 6b, as shown. Also tell them to be sure to provide their home address correctly on the answer sheet.

Reminder: At the end of the test, enter the appropriate code and total number of home-schooled students in Section 4 of the teal Supervisor's Report.

6 School Your score report will be sent to the school you regularly attend.		6d. Optional Code																																																																																
6a. Your School Code <div style="font-family: monospace; font-size: 1.2em; margin-bottom: 5px;">9 9 0 3 9 9</div> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td>0</td><td>0</td><td>●</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td><td>●</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td></tr> <tr><td>●</td><td>●</td><td>9</td><td>9</td><td>●</td><td>●</td></tr> </table>	0	0	●	0	0	0	1	1	1	1	1	1	2	2	2	2	2	2	3	3	3	●	3	3	4	4	4	4	4	4	5	5	5	5	5	5	6	6	6	6	6	6	7	7	7	7	7	7	8	8	8	8	8	8	●	●	9	9	●	●	6b. Print the name and address of the school you regularly attend. School Name <u>Arizona home school</u> Street _____ City _____ State _____ Zip Code _____ 6c. Are you taking this test at the school you regularly attend? <input type="radio"/> Yes <input checked="" type="radio"/> No, the name and location of the school where I am taking this test is: School Name <u>XYZ High School</u> City <u>Anywhere</u> State <u>AZ</u>	<table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td>0</td><td>0</td></tr> <tr><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td></tr> </table>	0	0	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9
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990299 Alaska	991599 Indiana	992999 Nevada	994399 Tennessee
990399 Arizona	991699 Iowa	993099 New Hampshire	994499 Texas
990499 Arkansas	991799 Kansas	993199 New Jersey	994599 Utah
990599 California	991899 Kentucky	993299 New Mexico	994699 Vermont
990699 Colorado	991999 Louisiana	993399 New York	994799 Virginia
990799 Connecticut	992099 Maine	993499 North Carolina	994899 Washington
990899 Delaware	992199 Maryland	993599 North Dakota	994999 West Virginia
990999 District of Columbia	992299 Massachusetts	993699 Ohio	995099 Wisconsin
991099 Florida	992399 Michigan	993799 Oklahoma	995199 Wyoming
991199 Georgia	992499 Minnesota	993899 Oregon	995499 Puerto Rico & U.S. Territories
991299 Hawaii	992599 Mississippi	993999 Pennsylvania	995599 Outside United States
991399 Idaho	992699 Missouri	994099 Rhode Island	
	992799 Montana	994199 South Carolina	

2011 PSAT/NMSQT® Supervisor's Report

Promptly complete and return this form with used answer sheets and other applicable materials.
Use a No. 2 pencil. Do not use ink. Print information and sign.

NO INK

1.

Supervisor's Name (Please print.) _____

School Name _____

X

Supervisor's Signature* _____

Date _____

Street Address _____

Supervisor's Title _____

City _____

State _____

ZIP Code _____

E-mail Address _____

School Telephone Number _____

School Fax Number _____

2. Enter the TOTAL number of answer sheets to be scored (sum of number of students tested in Sections 3 and 4).

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

REMINDER: Go to www.collegeboard.org/school to fill out your Remittance Report.

5. Are you submitting a Supervisor's Irregularity Report?

- No
 Yes, for _____ (number) students.
 (Set aside these answer sheets.)

6a. Are you submitting answer sheets for students receiving accommodations?

- No
 Yes (Enclose Nonstandard Administration Report.)
 _____ Machine-scannable answer sheets
 + _____ Large-block answer sheets
 _____ Total (Set aside these answer sheets.)

3. Enter information about YOUR school and YOUR students.

YOUR School Code

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

Number tested from YOUR school

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

Is YOUR school using Optional Codes?

No
 Yes

5b. Are you submitting used test books for students approved to write answers in test books?

- No
 Yes, for _____ (number) students. (Answers must be transcribed to a scannable answer sheet, clipped to test book and inserted into Nonstandard Administration Envelope.)

7. Are you returning defective test books?

- No
 Yes (Set aside defective test books.)

8. Date and time test was administered at YOUR school.

- Wednesday, October 12, 2011
 Saturday, October 15, 2011
 Other date authorized by the PSAT/NMSQT office

Enter date _____

Start time _____ End time _____

4. OTHER SCHOOLS

If you are submitting answer sheets for students from OTHER schools or for home-schooled students, turn to the reverse side of this form and enter information for each school.

Total number of answer sheets for students from other schools entered on reverse side _____

9. Returning Materials

Indicate the number of answer sheet box(es) you are returning.
 _____ (number) boxes

*SECURITY CERTIFICATION

Your signature in Section 1 certifies that:

- you and any assistants administered the PSAT/NMSQT according to procedures and instructions in the *PSAT/NMSQT Supervisor's Manual*.
- irregularities, if any, as described in the *Supervisor's Manual*, were reported on a Supervisor's Irregularity Report, submitted with this form.
- nonstandard administrations for students with disabilities (who have been previously approved for accommodations by the College Board) were reported on the Nonstandard Administration Report submitted with this form.
- test books were collected and are being stored in a secure, locked location until score reports are received.

IMPORTANT NOTES

To ensure timely reporting of students' scores:

- follow directions in the *PSAT/NMSQT Supervisor's Manual* and *Test Materials Instructions* sheet included with test shipments.
- return materials immediately, but no later than the next school day after the test administration.
- use the prelabeled box(es) provided with your test shipment; call 888-477-7728 if you have misplaced your return box(es).

Scores will not be released to schools or NMSC unless this form is:

- completed in pencil (not ink),
- signed by the X in Section 1, and
- returned with answer sheets.



S123456789T



760859

Keep your Shipping Notice: You will need it to fill out this report.

This form is only for use by schools without Internet access. All other schools must go to www.collegeboard.org/school to automatically calculate and create their Remittance Report.

After testing:

1. Complete the form below. Refer to boxed information in upper right side of final Shipping Notice to confirm number of tests shipped (line A below).
2. Attach a check or money order (payable to PSAT/NMSQT) or purchase order. To ensure proper credit of payment, indicate your school code number on the check or purchase order.
3. If you are using fee waivers, attach Fee-Waiver Roster. **You must include the name of each student using a fee waiver. The number of fee waivers used must match the number of names provided. If the Fee-Waiver Roster and Remittance Report are not sent by November 11, 2011, fee-waiver allocations will be removed and your school will be responsible for the full amount due.**
4. Send Remittance Report, payment, and Fee-Waiver Roster (if applicable) in the remittance envelope (provided with your test shipment). See page 28.

(A) Number of standard tests shipped	_____	(A)
Did you borrow or loan tests?		If yes, check here <input type="checkbox"/>
(B) Number of tests borrowed, if applicable	_____	(B)
Name and/or code of school you borrowed from:		
(C) Number of tests loaned, if applicable	_____	(C)
Name and/or code of school you loaned to:		
(D) Total number of standard test books (line A + line B – line C)	_____	(D)
(E) Number of nonstandard tests shipped	_____	(E)
(F) Total number of test books (D + E)	_____	(F)
(G) Number of answer sheets returned for scoring—11th grade	_____	(G)
(H) Number of answer sheets returned for scoring—10th grade	_____	(H)
(I) Number of answer sheets returned for scoring—Other grade(s)	_____	(I)
(J) Total number of answer sheets returned for scoring (line G + line H + line I)	_____	(J)
(Make sure students entered the correct grade level on their answer sheets for correct billing and reporting.)		
(K) Number of 11th grade fee waivers used	_____	(K)
(A numbered list of names of students using fee waivers, must be included with this report to receive credit.)		
(L) Number of students tested at your school whose fees are being billed to the district, state, or other educational entity	_____	(L)
Name the state(s), districts(s), or educational entities to which fees for students reported in row L will be billed. _____		
(M) Total number of students exempt from remittance (line K + line L)	_____	(M)
(N) Total number of students for whom fees are included (line J – line M)	_____	(N)
(O) Total unused test books (line F – line J)	_____	(O)
(P) Free unused test books (20% of line F; minimum of 10)	_____	(P)
(Q) Total fees for unused test books [(line O – line P) x \$3.00; if zero or less, enter "0"]	_____	(Q)
(R) Total fees for shipping surcharge for schools outside of the U.S. (Does not apply to schools in U.S. territories or Canada) [(line A + line E) x \$3.00]	_____	(R)
(S) Total fees for students (line N x \$14.00)	_____	(S)
(T) TOTAL AMOUNT DUE (line Q + line R + line S)	_____	(T)

School: _____	School Code: _____
City: _____	State or Country: _____
Name: _____	Title: _____
Phone Number: _____	Purchase Order No. (if applicable): _____
Signature: _____	Date: _____

Your Home Mailing Address

15 Street Address (include apartment number, if applicable)

16 City

17 State

18 Zip or Postal Code

19 Country Code

Complete if you marked U.S. Ter. or Other in Section 17. Print name of country on line below.

Print country name here.

20 Date and sign on test day

I agree to abide by the test regulations and certify that I am the person whose name appears on this answer sheet.

Signature _____

Name (Please print) _____

Home Phone Number _____

21 Special Questions Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Q11 Q12 Q13 Q14 Q15 Q16 Q17 Q18 Q19 Q20 Q21 Q22 Q23 Q24 Q25 Q26 Q27 Q28 Q29 Q30 Q31 Q32 Q33 Q34 Q35 Q36 Q37 Q38 Q39 Q40 Q41 Q42 Q43 Q44 Q45 Q46 Q47 Q48 Q49 Q50 Q51 Q52 Q53 Q54 Q55 Q56 Q57 Q58 Q59 Q60 Q61 Q62 Q63 Q64 Q65 Q66 Q67 Q68 Q69 Q70 Q71 Q72 Q73 Q74 Q75 Q76 Q77 Q78 Q79 Q80 Q81 Q82 Q83 Q84 Q85 Q86 Q87 Q88 Q89 Q90 Q91 Q92 Q93 Q94 Q95 Q96 Q97 Q98 Q99 Q100

Abbreviations for Use in Section 15

- Apartment APT
- Avenue AVE
- Boulevard BLVD
- Circle CIR
- Court CT
- Drive DR
- East E
- Expressway EXPY
- First FT
- Fort FT
- Fourth HTS
- Highway HWY
- Mount MT
- North N
- NE
- Northwest NW
- Parkway PKY
- Place PL
- Post Office PO
- Road RD
- Route RT
- Second 2ND
- South S
- SE
- Southwest SW
- Square SQ
- Street ST
- Terrace TER
- Third 3RD
- West W

4HPT1

This form can also be completed online at www.collegeboard.org/testright, then printed and signed.

2011 PSAT/NMSQT SUPERVISOR'S IRREGULARITY REPORT

Please PRINT legibly or TYPE. If submitting more than one Irregularity Report, indicate number ___ of ___.

Return ONLY for irregularities that must be reported (see pages 22–24).

School Code _____ Date Test Given _____

Total number of students tested at your school _____.

School Name _____ Street Address _____ City _____ State ZIP Code _____
 Telephone Number _____ Fax Number _____ E-mail Address _____

Supervisor's Name (Please print.) _____

Supervisor's Signature _____

Supervisor's Title _____

<p>GROUP IRREGULARITIES</p> <p>Total # of 11th graders _____ # other grade levels _____ List names and grade levels of students involved on the reverse side. <i>Do not attach answer sheets in lieu of list.</i></p> <p>Mistiming Test Section <input type="checkbox"/> overtimed by _____ minutes Test Section <input type="checkbox"/> undertimed by _____ minutes</p> <p>Explanation: _____</p> <p>Environmental Did the irregularity disrupt any juniors testing in this room? If so, for how long? Test Section _____ Length of Interruption _____</p> <p>Explanation: _____</p> <p>Possible Test Question Ambiguities and Errors Test Form _____ Test Section _____ Question Number _____ So that we may reply to students' concerns, include name(s) and address(es) of student(s) who reported ambiguity or error on reverse side. Remarks: _____</p>	
---	--

<p>INDIVIDUAL STUDENT IRREGULARITIES</p> <p>Student's Name _____ Grade _____ Date of Birth _____ Year student will complete high school _____ Was student's answer sheet destroyed? <input type="checkbox"/> Yes <input type="checkbox"/> No Details of Irregularity*: _____</p> <p>If the student does not attend your school, indicate the attending school. _____</p>		<p>Check (✓) the appropriate boxes for each student.</p> <table border="1"> <tr> <td>Suspected Misconduct</td> <td></td> <td rowspan="5">Length of Interruption in minutes</td> </tr> <tr> <td>Wrong Section</td> <td></td> </tr> <tr> <td>Unfinished Test</td> <td></td> </tr> <tr> <td>Illness</td> <td></td> </tr> <tr> <td>Misplaced Answers—Returning two answer sheets?</td> <td>Yes No</td> </tr> <tr> <td>Defective Material—Did this affect student's ability to take test?</td> <td>Yes No</td> <td></td> </tr> </table>	Suspected Misconduct		Length of Interruption in minutes	Wrong Section		Unfinished Test		Illness		Misplaced Answers—Returning two answer sheets?	Yes No	Defective Material—Did this affect student's ability to take test?	Yes No	
Suspected Misconduct		Length of Interruption in minutes														
Wrong Section																
Unfinished Test																
Illness																
Misplaced Answers—Returning two answer sheets?	Yes No															
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Wrong Section																
Unfinished Test																
Illness																
Misplaced Answers—Returning two answer sheets?	Yes No															
Defective Material—Did this affect student's ability to take test?	Yes No															

* For additional space, use reverse side and note student's name.

2011 PSAT/NMSQT SUPERVISOR'S IRREGULARITY REPORT
(additional space, if needed)

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Distribution of PSAT/NMSQT Test Materials

Supervisor In Charge of Room _____ Room No. _____ School Code _____
 School Name _____

Type of seating chart: Single chart _____ of _____ sections in large testing room.

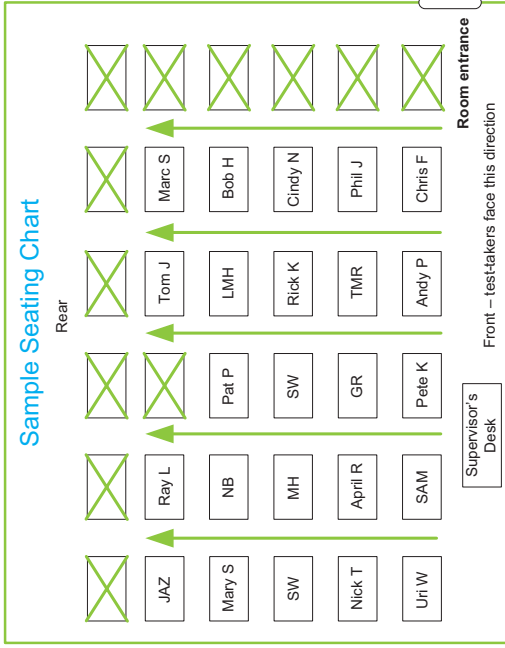
Seating Chart

Use the diagram below to indicate how test books were distributed in your testing room. Proctors assisting the supervisor may complete the seating chart(s).

- For large rooms, use a separate form for each area of the room and indicate where areas about each other.
- Indicate the position of the supervisor's desk or table if it is not at the front of the room.
- Indicate the location of the entrance doors.
- Draw a boundary line around the group of seats occupied in the room or your assigned area.
- Draw a large X to cross out any unused area outside the boundary. Draw an X through any unused seats within the boundary.
- For each occupied seat, write the name or initials of the student assigned to that seat.
- For each row, draw directional arrows to indicate the direction in which the books were distributed.
- If any test-taker is moved to another seat after the test books are distributed and the test begins, indicate on the seating chart the seat to which the test-taker was moved and complete a Supervisor's Irregularity Report explaining the reason for the change.

PSAT/NMSQT Coordinator:

- On the first seating chart, record your Answer Sheet tracking information in the space provided.
- Keep all seating charts for at least six months.



Print the name and title of the person completing this seating chart below:

Name: _____

Title: _____

Date: _____

Answer Sheet Tracking Number(s)

Carrier name if other than UPS

Rear

Supervisor's Desk

Front – test-takers face this direction